

Board of Education Regular Meeting
Monday, June 10, 2024 5:00 PM
Early Learning Center, 803 Providence Road
611 West 7th Street
Wayne, Nebraska 68787

- I. Call the Meeting to Order
 - I.a. Pledge of Allegiance
 - I.b. Announce Open Meetings Act Posting and Location - Posted at Wayne Community Schools, Published in the Wayne Herald (6/4/2024), and online: www.wayneschools.org
 - I.c. Action on Absence and Roll Call
 - I.d. Approval of Agenda - The Board may enter Closed Session to discuss any matter for which Closed Session is lawful and appropriate.
 - I.e. Consent Agenda - Discuss, Consider, and Take Necessary Action on Minutes of Previous Meetings and Financial Claims
 - I.e.I. Approval of Minutes of Previous Meetings
 - I.e.II. Approval of Financial Reports and Claims
 - I.f. Personnel
- II. Communications from the Public (Policy 8346) and Requested Presentations
 - II.a. Hausmann Construction and CWP Architects
 - II.b. Annual Hearing and Review of Policies:
 - II.b.I. Policy 5415: Anti-Bullying
 - II.b.II. Policy 5416: Student Fees
 - II.b.III. Policy 5418: Homeless Students
 - II.b.IV. Policy 6400: Parent/Community Involvement in Schools
- III. Action Items
 - III.a. Old Business

- III.a.I. Second Reading of Amended 2024-25 Early Learning Center Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of Amended 2024-25 ELC Handbook
- III.a.II. Second Reading of Policy 5101: Student Discipline - Discuss, Consider, and Take Necessary Action on Second Reading of Policy 5101: Student Discipline
- III.a.III. Second Reading of 2024-25 7-12 Student Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2024-25 7-12 Student Handbook
- III.a.IV. Second Reading of 2024-25 Non-Certificated Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2024-25 Non-Certificated Handbook
- III.b. New Business
 - III.b.I. Payment Application #9: Hausmann Construction - Discuss, Consider, and Take Necessary Action on Payment Application #9: Hausmann Construction
 - III.b.II. Technology Purchase - Discuss, Consider, and Take Necessary Action on Technology Purchase
 - III.b.III. First Reading of Policy Updates - Discuss, Consider, and Take Necessary Action on First Reading of Policy Updates
 - III.b.IV. First Reading of 2024-25 Certificated Staff Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2024-25 Certificated Staff Handbook
 - III.b.V. First Reading of 2024-25 K-6 Student Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2024-25 K-6 Student Handbook
 - III.b.VI. City of Wayne School Resource Officer Hours - Discuss, Consider, and Take Necessary Action on City of Wayne School Resource Officer Hours
 - III.b.VII. 2024-25 Milk and Dairy Prices - Discuss, Consider, and Take Necessary Action on 2024-25 Milk and Dairy Prices
 - III.b.VIII. Safe to Return to School COVID-19 Review - Discuss, Consider, and Take Necessary Action on Safe to Return to School COVID-19 Review
 - III.b.IX. WCS District Treasurer Appointment - Discuss, Consider, and Take Necessary Action on the Appointment of the WCS District Treasurer
 - III.b.X. Kitchen Equipment Quote for the Wayne Early Learning Center - Discuss, Consider, and Take Necessary Action on the Bid for Kitchen Equipment Quote for the Wayne Early Learning Center

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. TeamMate Program Data

IV.a.I.2. Cognia School Improvement Review Findings

IV.a.I.3. Playground RFP

IV.a.I.4. Budget Timeline

IV.a.II. High School Principal

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

IV.a.IV. Elementary Principal

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

IV.b. Board Committees

IV.b.I. Foundation and Community Relations - Justin Davis, Jaime Manz, Sylvia Ruhl, Misty Bear, Mark Lenihan, Rusty Parker

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

IV.b.III. Facility/Safety/Finance - Justin Davis, Lynn Junck, Jeryl Nelson, Mark Lenihan, Russ Plager, Jordan Widner, Mary Jean Roberson

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

IV.b.V. Negotiations - Justin Davis, Lynn Junck, Jodi Pulfer, Mark Lenihan

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

V. Boardsmanship

VI. Future Agenda Items

*July Board Meeting at the Early Learning Center

*July Board Retreat

*Payment Application #10: Hausmann Construction

*Review of Policy 2101: Superintendent as CEO of District

*Second Reading of Policy Updates

*Second Reading of 2024-25 Teacher Handbook

*Second Reading of 2024-25 K-6 Student Handbook

- *District Phone System
- *SRO Interlocal Agreement with City of Wayne
- *Review of Strategic Plan

VII. Adjournment

Wayne Community Schools
Board of Education Regular Meeting Minutes
May 13, 2024

The regular meeting of the Wayne Board of Education was held at 611 West 7th Street, Wayne, NE, 68787, on Monday, May 13, 2024, at 5:00 PM. Notice of the meeting and place of agenda was posted at Wayne Community Schools, posted in The Wayne Herald (5/7/2024), 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: Present
Mr. Lynn Junck: Present
Mrs. Jaime Manz: Present
Dr. Jodi Pulfer: Present
Mrs. Sylvia Ruhl: Present

Absent Board Member:

Dr. Jeryl Nelson: Absent

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 (5/7/2024), and online: www.wayneschools.org

I.c. Action on Absence and Roll Call

Motion to excuse absent board member, Dr. Jeryl Nelson, 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: Yes
Dr. Jeryl Nelson: Absent
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the absence of Dr. Jeryl Nelson.

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

Motion to approve agenda, as presented, passed with a motion by Mrs. Sylvia Ruhl and a second by Mr. Justin Davis. Motion carried with five yes votes.

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

I.e. Consent Agenda - Discuss, Consider, and Take Necessary Action on Minutes of Previous Meetings and Financial Claims

Motion to approve consent agenda, as presented, passed with a motion by Mrs. Sylvia Ruhl and a second by Mr. Justin Davis. Motion carried with five yes votes.

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

I.f.I. Resignation - Discuss, Consider, and Take Necessary Action on Resignation

Motion to approve the resignation of Colleen Janke, effective December 20, 2024. passed with a motion by Mr. Lynn Junck and a second by Mrs. Jaime Manz. Motion carried with five yes votes.

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

Discussion: The Board approved the resignation of Mrs. Colleen Janke effective December 20, 2024.

I.f.II. Elementary Teaching Position - Discuss, Consider, and Take Necessary Action on Elementary Teaching Position

Motion to approve the contract for Erin Willrich as Elementary Teacher, effective January 2, 2025. 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: Yes
Dr. Jeryl Nelson: Absent
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the hiring of Mrs. Erin Willrich for Elementary teacher, effective January 2, 2025.

I.f.III. Business Manager Position - Discuss, Consider, and Take Necessary Action on Business Manager Position

Motion to approve the contract for Penny Janousek for the position of Business Manager, passed with a motion by Mrs. Sylvia Ruhl and a second by Mrs. Jaime Manz. Motion carried with five yes votes.

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

Discussion: The Board approved the hiring of Mrs. Penny Janousek, for the Business Manager position.

I.f.IV. Special Education Teacher - Discuss, Consider, and Take Necessary Action on Special Education Teacher

Motion to approve the contract for Kelsey Schroeder for the Jr/Sr High School Special Education position for the 2024-25 school year, passed with a motion by Mr. Lynn Junck and a second by Mrs. Jaime Manz. Motion carried with five yes votes.

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

Discussion: The Board approved the hiring of Ms. Kelsey Schroeder, as Jr/Sr High School Special Education teacher for the 2024-25 school year.

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

II.a. Wayne Community Schools Athletic Boosters

Discussion: Brian Kesting, treasurer of the Wayne Community Schools Booster Club, discussed the potential purchase of video scoreboards for the gym.

III. Action Items

III.a. Old Business

III.a.I. Second Reading of 2024-25 Kids Club Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2024-25 Kids Club Handbook

Motion to approve the Second Reading of 2024-25 Kids Club Handbook passed with a motion by Mr. Justin Davis and a second by Mrs. Jaime Manz. Motion carried with five yes votes.

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

Discussion: The Board approved the second reading of the 2024-25 Kids Club Handbook.

III.b. New Business

III.b.I. Payment Application #8: Hausmann Construction - Discuss, Consider, and Take Necessary Action on Payment Application #8: Hausmann Construction

Motion to approve Payment Application Number 8 for \$1,790,998.20 from Hausmann Construction, passed with a motion by Mr. Lynn Junck and a second by Mrs. Jaime Manz. Motion carried with five yes votes.

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

Discussion: The Board approved Payment Application No. 8 from Hausmann Construction.

III.b.II. Amendment to 2024-25 Early Learning Center Handbook - Discuss, Consider, and Take Necessary Action on the Amendment to 2024-25 ELC Handbook

Motion to approve the Amendment to 2024-25 Early Learning Center Handbook passed with a motion by Mr. Justin Davis and a second by Mrs. Jaime Manz. Motion carried with five yes votes.

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

Discussion: The Board approved the amendment to the 2024-25 Early Learning Center Handbook.

III.b.III. First Reading of Policy 5101: Student Discipline - Discuss, Consider, and Take Necessary Action on Policy 5101: Student Discipline

Motion to approve the First Reading of Policy 5101: Student Discipline passed with a motion by Mr. Lynn Junck and a second by Mrs. Jaime Manz. Motion carried with five yes votes.

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

Discussion: The Board approved the first reading of Policy 5101: Student Discipline.

III.b.IV. First Reading of the Amended 2024-25 7-12 Student Handbook - Discuss, Consider, and Take Necessary Action on First Reading of the Amended 2024-25 7-12 Student Handbook

Motion to approve the First Reading of the Amended 2024-25 7-12 Student Handbook passed with a motion by Mrs. Sylvia Ruhl and a second by Mrs. Jaime Manz. Motion carried with five yes votes.

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

Discussion: The Board approved the first reading of the amended 2024-25 7-12 Student Handbook.

III.b.V. Admin Reg 5103-A: Adding an Activity and/or School Cooperative Agreement - Discuss, Consider, and Accept Admin Reg 5103-A

Motion to accept Admin Reg 5103-A: Adding an Activity and/or School Cooperative Agreement passed with a motion by Mr. Lynn Junck and a second by Mrs. Jaime Manz. Motion carried with five yes votes.

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

Discussion: The Board accepted Admin Reg 5103-A: Adding an Activity and/or School Cooperative Agreement.

III.b.VI. First Reading of 2024-25 Non-Certificated Staff Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2024-25 Non-Certificated Staff Handbook

Motion to approve the First Reading of 2024-25 Non-Certificated Staff Handbook 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: Yes
Dr. Jeryl Nelson: Absent
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the first reading of the 2024-25 Non-Certificated Staff Handbook.

III.b.VII. Jr/Sr High School Gym Scoreboard - Discuss, Consider, and Take Necessary Action on Jr/Sr High School Gym Scoreboard

Motion to approve the project for a new video board in the Jr/Sr High School Gym, and receive the donation for the entire cost of the project from the Wayne Athletic Boosters, pending a full financing plan obtained by the Athletic Boosters, passed with a motion by Mr. Justin Davis and a second by Mrs. Sylvia Ruhl. Motion carried with four yes votes.

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

Discussion: After discussion, the Board approved the video scoreboard for the Jr/Sr High School Gym donation from the Wayne Community Schools Athletic Boosters.

III.b.VIII. District 83 - Discuss, Consider, and Take Necessary Action on District 83

Motion to enter closed session to discuss District 83 property, passed with a motion by Mrs. Jaime Manz and a second by Mr. Lynn Junck. Motion carried with five yes votes.

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

Discussion: The Board entered closed session at 5:51 p.m. and exited closed session at 6:01 p.m.

*Mr. Justin Davis left the meeting at 6:01 p.m.

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. Extra Duty Contracts

Discussion: Dr. Lenihan discussed the Extra Duty assignments with the Board. He also noted that a few areas still need to be filled.

IV.a.I.2. Project Update

Discussion: Dr. Lenihan stated the weather has slowed down the building of the new building, but the new addition to the Jr/Sr High School is going well.

IV.a.I.3. School Resource Officer Hours

Discussion: The Board discussed the hours to be contracted with the City of Wayne for the Student Resource Officer. Dr. Lenihan will be meeting with the City regarding the hours for the SRO for the 2024-25 school year.

IV.a.I.4. Rule 10 Safety Update

Discussion: Dr. Lenihan discussed the Rule 10 Safety Review. This is an annual review required by the Nebraska Department of Education.

IV.a.I.5. Annual TIF Report from the City of Wayne

Discussion: Dr. Lenihan discussed the annual TIF Project Report from the City of Wayne.

IV.a.I.6. End of Year Schedule

Discussion: Dr. Lenihan explained the last day of school for students and staff. He updated the Board on the summer office hours.

IV.a.I.7. ELC Playground RFP - Draft

Discussion: Dr. Lenihan presented the RFP draft for new playground equipment for the new building.

IV.a.II. High School Principal

Discussion: Mr. Tucker Hight stated graduation went well. He also said the lockdown drill went very well.

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

Discussion: Mrs. Misty Bear reported Spring Sprints was well attended. Early Learning Center graduation went very well.

IV.a.III.1. EL Program Review

Discussion: Mrs. Misty Bear reported the number of English Learner students in the District. She discussed the qualifications and the program structure.

IV.a.IV. Elementary Principal

Discussion: Mr. Russ Plager said the final Elementary concerts were very well attended. The Book Fair had another successful year. Mrs. Johanna Osborn stated the Wellness Night had many attendees.

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

Discussion: Mr. Dave Wragge reported all the banquets went well. He commented on the weight room being moved to the Track Building until the new one is complete.

IV.b. Board Committees

IV.b.I. Foundation and Community Relations - Justin Davis, Jaime Manz, Sylvia Ruhl, Misty Bear, Mark Lenihan, Rusty Parker

Discussion: Dr. Lenihan read Mr. Rusty Parker's report stating the Foundation's income for April.

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

Discussion: No report.

IV.b.III. Facility/Safety/Finance - Justin Davis, Lynn Junck, Jeryl Nelson, Mark Lenihan, Russ Plager, Jordan Widner, Mary Jean Roberson

Discussion: Mr. Jordan Widner gave updates on the building project. Dr. Lenihan thanked Jordan and the maintenance department for all of their work in setting up for banquets, concerts, and graduation.

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

Discussion: Dr. Lenihan will be arranging a meeting for the team to discuss new policies and updates.

IV.b.V. Negotiations - Justin Davis, Lynn Junck, Jodi Pulfer, Mark Lenihan

Discussion: No report.

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

Discussion: Dr. Lenihan discussed updated legislative items.

V. Boardsmanship:

*NASB Leadership Workshop: June 5-6, Lincoln, NE

V.a. May Honor Recognition

Discussion: The Power Drive team, Mid-States Conference Quiz Bowl team, State Science Fair participants, and Mid-States Conference Art Show participants were honored in May.

VI. Future Agenda Items:

- *June & July Board Meetings at the Early Learning Center
- *Second Reading of Amended 2024-25 7-12 Handbook
- *Second Reading of Amended 24-25 ELC Handbook
- *Second Reading of Policy 5101
- *Second Reading of Admin Reg 5130
- *Second Reading of Non-Certificated Staff Handbook
- *Policy Updates
- *WCS Foundation 501 Status
- *WCS Foundation Annual Report
- *Annual Summer Retreat
- *First Reading of 2024-25 Teacher Handbook
- *First Reading of 2024-25 K-6 Student Handbook
- *First Reading - Policy Updates
- *Review Safe to Learn Plan
- *Interlocal Agreement on SRO Hours
- *Set Hot Lunch & Milk Prices
- *Wellness Policy (5417) Review

VII. Adjournment

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

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

Discussion: The meeting was adjourned at 6:40 p.m. The next regular Board Meeting will be Monday, June 10, 2024, at the Early Learning Center.

Deb Daum, Secretary

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05162024	State Nebraska Bank	540978	5658	DBA Kemps - LeMars	\$5,978.52	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
DBA Kemps - LeMars		4/28/24	06-2-031000-630-000-000	food, SN		\$5,978.52
Sub Total						\$5,978.52
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05162024	State Nebraska Bank	540978	5659	Earthgrains Baking Companies, Inc.	\$938.40	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Earthgrains Baking Companies, Inc.		4/2024	06-2-031000-630-000-000	food, SN		\$938.40
Sub Total						\$938.40
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05162024	State Nebraska Bank	540978	5660	Goodwin Tucker Group	\$332.18	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Goodwin Tucker Group		0038668	06-2-031000-610-000-000	chemical & descaling/rinse tablets/supply, SN		\$332.18
Sub Total						\$332.18
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05162024	State Nebraska Bank	540978	5661	Jeff Backer	\$15.10	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Jeff Backer		Acct. 420	06-1-016110-000-000-000	refund on student meal account/Sch Lunch (Revenue)		\$15.10
Sub Total						\$15.10
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05162024	State Nebraska Bank	540978	5662	Julie Gubbels	\$86.30	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Julie Gubbels		Acct. 686	06-1-016110-000-000-000	refund on student meal account/Sch Lunch (Revenue)		\$86.30
Sub Total						\$86.30
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05162024	State Nebraska Bank	540978	5663	Mark Hammer	\$53.90	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Mark Hammer		Acct. 837	06-1-016110-000-000-000	refund on student meal account/Sch Lunch (Revenue)		\$53.90
Sub Total						\$53.90
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05162024	State Nebraska Bank	540978	5664	Mike Kaup	\$14.20	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Mike Kaup		Acct. 1114	06-1-016110-000-000-000	refund on student meal account/Sch Lunch (Revenue)		\$14.20
Sub Total						\$14.20
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05162024	State Nebraska Bank	540978	5665	Nebraska Food Distribution Program	\$582.80	Accounts Payable

Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Nebraska Food Distribution Program		47404	06-2-031000-630-000-000	delivery fee on commodities/food, SN		\$582.80
Sub Total						\$582.80
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05162024	State Nebraska Bank	540978	5666	Pac 'n' Save	\$20.85	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Pac 'n' Save		5/1/2024	06-2-031000-630-000-000	food, SN		\$20.85
Sub Total						\$20.85
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05162024	State Nebraska Bank	540978	5667	Poehlman, Judy A	\$40.10	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Poehlman, Judy A		4/13/2024	06-2-031000-580-000-000	mileage - NSNA Dist. 3 mtg., 4/13 /travel, SN		\$20.10
Poehlman, Judy A		4/13/2024	06-2-031000-810-000-000	reg.-NSNA Dist. 3 mtg., 4/13 /fee, SN		\$20.00
Sub Total						\$40.10
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05162024	State Nebraska Bank	540978	5668	Rebecca Onderstal	\$97.95	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Rebecca Onderstal		Acct. 845	06-1-016110-000-000-000	refund on student meal account/Sch Lunch (Revenue)		\$97.95
Sub Total						\$97.95
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05162024	State Nebraska Bank	540978	5669	Sysco	\$13,507.67	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Sysco		5/1/24	06-2-031000-610-000-000	supply, SN		\$865.37
Sysco		5/1/24	06-2-031000-630-000-000	food, SN		\$12,642.30
Sub Total						\$13,507.67
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05162024	State Nebraska Bank	540978	5670	Tyler Grover	\$37.35	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Tyler Grover		Acct. 1816	06-1-016110-000-000-000	refund on student meal account/Sch Lunch (Revenue)		\$37.35
Sub Total						\$37.35
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05162024	State Nebraska Bank	540978	5671	Vestis	\$891.84	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Vestis		4/30/2024	06-2-031000-610-000-000	April linen services/supply, SN		\$891.84
Sub Total						\$891.84
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05162024	State Nebraska Bank	540978	5672	Wayne County Farm Bureau	\$2,851.20	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wayne County Farm Bureau		4/19/24	06-2-031000-630-000-000	beef/food, SN		\$2,851.20

Sub Total						\$2,851.20
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05162024	State Nebraska Bank	540978	5673	Wayne TeamMates	\$40.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wayne TeamMates		donation	06-2-031000-890-000-000	donation-recognition of Clara Osten for donating eggs to school/(Misc. Expenditure, SN)		\$40.00
Sub Total						\$40.00
Grand Total						\$40,840.79

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY23-24; Begin Date: 05/16/2024; End Date: 05/16/2024; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ([FUND] = "06") ; Created On: 5/16/2024 10:29:42 AM

Check Date	Check Number	Payee	Type	Amount
05/16/2024	5652	Cash-Wa Distributing	Accounts Payable	\$15,054.43
05/16/2024	5653	Cassie Davis	Accounts Payable	\$27.65
05/16/2024	5654	Chad Spahr	Accounts Payable	\$78.85
05/16/2024	5655	Chris Rogers	Accounts Payable	\$30.20
05/16/2024	5656	Dan Kruse	Accounts Payable	\$143.25
05/16/2024	5657	Dan Wibben	Accounts Payable	\$18.05
05/16/2024	5658	DBA Kemps - LeMars	Accounts Payable	\$5,978.52
05/16/2024	5659	Earthgrains Baking Companies, Inc.	Accounts Payable	\$938.40
05/16/2024	5660	Goodwin Tucker Group	Accounts Payable	\$332.18
05/16/2024	5661	Jeff Backer	Accounts Payable	\$15.10
05/16/2024	5662	Julie Gubbels	Accounts Payable	\$86.30
05/16/2024	5663	Mark Hammer	Accounts Payable	\$53.90
05/16/2024	5664	Mike Kaup	Accounts Payable	\$14.20
05/16/2024	5665	Nebraska Food Distribution Program	Accounts Payable	\$582.80
05/16/2024	5666	Pac 'n' Save	Accounts Payable	\$20.85
05/16/2024	5667	Poehlman, Judy A	Accounts Payable	\$40.10
05/16/2024	5668	Rebecca Onderstal	Accounts Payable	\$97.95
05/16/2024	5669	Sysco	Accounts Payable	\$13,507.67
05/16/2024	5670	Tyler Grover	Accounts Payable	\$37.35
05/16/2024	5671	Vestis	Accounts Payable	\$891.84
05/16/2024	5672	Wayne County Farm Bureau	Accounts Payable	\$2,851.20
05/16/2024	5673	Wayne TeamMates	Accounts Payable	\$40.00
Sub Total				\$40,840.79

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY23-24; Begin Date: 05/16/2024; End Date: 05/16/2024; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ([FUND] = "06") ; Created On: 5/16/2024 10:29:42 AM

Check Date	Check Number	Payee	Description	Type	Amount
05/16/2024	5652	Cash-Wa Distributing	food/supply, SN	Accounts Payable	\$15,054.43
05/16/2024	5653	Cassie Davis	refund on student meal account	Accounts Payable	\$27.65
05/16/2024	5654	Chad Spahr	refund on student meal account	Accounts Payable	\$78.85
05/16/2024	5655	Chris Rogers	refund on student meal account	Accounts Payable	\$30.20
05/16/2024	5656	Dan Kruse	refund on student meal account	Accounts Payable	\$143.25
05/16/2024	5657	Dan Wibben	refund on student meal account	Accounts Payable	\$18.05
05/16/2024	5658	DBA Kemps - LeMars	food, SN	Accounts Payable	\$5,978.52
05/16/2024	5659	Earthgrains Baking Companies, Inc.	food, SN	Accounts Payable	\$938.40
05/16/2024	5660	Goodwin Tucker Group	chemical & descaling/rinse tablets/supply, SN	Accounts Payable	\$332.18
05/16/2024	5661	Jeff Backer	refund on student meal account	Accounts Payable	\$15.10
05/16/2024	5662	Julie Gubbels	refund on student meal account	Accounts Payable	\$86.30
05/16/2024	5663	Mark Hammer	refund on student meal account	Accounts Payable	\$53.90
05/16/2024	5664	Mike Kaup	refund on student meal account	Accounts Payable	\$14.20
05/16/2024	5665	Nebraska Food Distribution Program	delivery fee on commodities	Accounts Payable	\$582.80
05/16/2024	5666	Pac 'n' Save	food, SN	Accounts Payable	\$20.85
05/16/2024	5667	Poehlman, Judy A	NSNA Dist. 3 spring mtg. -reg./mileage	Accounts Payable	\$40.10
05/16/2024	5668	Rebecca Onderstal	refund on student meal account	Accounts Payable	\$97.95
05/16/2024	5669	Sysco	food, supply/SN	Accounts Payable	\$13,507.67
05/16/2024	5670	Tyler Grover	refund on student meal account	Accounts Payable	\$37.35
05/16/2024	5671	Vestis	April linen services	Accounts Payable	\$891.84
05/16/2024	5672	Wayne County Farm Bureau	beef/food, SN	Accounts Payable	\$2,851.20
05/16/2024	5673	Wayne TeamMates	In recognition of Clara Osten for donating eggs to school	Accounts Payable	\$40.00
Sub Total					\$40,840.79

Checks By Status

Sorted by Activity ID, Site ID.
From 05/01/2024 to 05/31/2024.

Activity ID Site ID	Activity Name Site Name	Check / Void Date	Vendor Name	PO Number	Description	Amount
1005		ATHLETIC				
WAYNE		WAYNE COMMUNITY SCHOOLS				
17084	Cleared	05/10/2024	OAKLAND-CRAIG PUBLIC SCHOOLS		entry fee/Golf Invite, 4/27	125.00
17085	Printed	05/10/2024	NORFOLK CATHOLIC SCHOOL		entry fee/Golf Invite, 5/6	95.00
17086	Cleared	05/10/2024	WAYNE COUNTRY CLUB		fee/Wakefield Golf Invite, 5/7	150.00
17087	Cleared	05/10/2024	BENNINGTON PUBLIC SCHOOLS		fee/B-2 Dist. Golf, 5/13	125.00
17088	Cleared	05/10/2024	U. S. BANK		credit card purchase(s)	135.20
17089	Cleared	05/10/2024	WAYNE COUNTRY CLUB		Golf Invite, 5/2	1,032.00
17117	Printed	05/14/2024	Northeast Nebr. All-Star FB Classic		sponsorship	100.00
17118	Cleared	05/14/2024	CROWN AWARDS		ribbons, medals	226.83
17122	Cleared	05/17/2024	DALE HOCHSTEIN		reimb./State TR exp.	306.79
Total:						\$ 2,295.82
1007		BASEBALL				
WAYNE		WAYNE COMMUNITY SCHOOLS				
17088	Cleared	05/10/2024	U. S. BANK		credit card purchase(s)	216.00
17090	Cleared	05/10/2024	HAUFF SPORTS OMAHA		socks	460.06
17119	Cleared	05/14/2024	HAUFF SPORTS OMAHA		40 jerseys/pants	5,260.00
Total:						\$ 5,936.06
1010		BOYS BASKETBALL				
WAYNE		WAYNE COMMUNITY SCHOOLS				
17114	Cleared	05/14/2024	NORFOLK FAMILY YMCA		2 summer league teams	600.00
17115	Printed	05/14/2024	Tekamah Boys Basketball		team camp, 6/4	200.00
17116	Printed	05/14/2024	Pierce Boys Basketball		team camps; 6/6, 6/20	300.00
17120	Cleared	05/14/2024	Morningside Univ. Mens Basketball		team camp, 6/13	300.00
Total:						\$ 1,400.00
1011		GIRLS BASKETBALL				
WAYNE		WAYNE COMMUNITY SCHOOLS				
17124	Printed	05/17/2024	Doug Brown Summer League		3 teams	900.00
17125	Printed	05/17/2024	NBDA, Inc.		Fr. State Tourn.(GB)	600.00
17126	Printed	05/17/2024	Battle Creek Girls Basketball		JV camp	150.00
Total:						\$ 1,650.00
1015		FOOTBALL				
WAYNE		WAYNE COMMUNITY SCHOOLS				
17088	Cleared	05/10/2024	U. S. BANK		credit card purchase(s)	415.25
Total:						\$ 415.25

Checks By Status

Sorted by Activity ID, Site ID.
From 05/01/2024 to 05/31/2024.

Activity ID Site ID	Activity Name Site Name	Check / Void Date	Vendor Name	PO Number	Description	Amount
1020	TRACK/CROSS COUNTRY					
WAYNE	WAYNE COMMUNITY SCHOOLS					
17092	Cleared	05/10/2024	WHOLESALE SUPPLY CO.		candy supplies	167.10
17093	Cleared	05/10/2024	GODFATHER'S PIZZA		pizza	280.00
17122	Cleared	05/17/2024	DALE HOCHSTEIN		reimb./State TR exp.	557.03
Total:						\$ 1,004.13
1030	WRESTLING					
WAYNE	WAYNE COMMUNITY SCHOOLS					
17091	Printed	05/10/2024	Company A Scouts Wrestling		reg./WR camp	1,200.00
Total:						\$ 1,200.00
1505	ANNUAL					
WAYNE	WAYNE COMMUNITY SCHOOLS					
17109	Cleared	05/10/2024	WALSWORTH		second deposit/2024 yrbk	4,532.68
Total:						\$ 4,532.68
1510	CLOSE-UP					
WAYNE	WAYNE COMMUNITY SCHOOLS					
17129	Cleared	05/21/2024	CLOSE UP FOUNDATION		trip payment/Brogren	2,397.00
Total:						\$ 2,397.00
1512	FFA					
WAYNE	WAYNE COMMUNITY SCHOOLS					
17100	Printed	05/10/2024	Tracy Paulson Family		donation	250.00
17101	Cleared	05/10/2024	Josh & Shelby Keas		donation	250.00
17102	Cleared	05/10/2024	TONI RASMUSSEN		reimb./supplies	134.95
17103	Cleared	05/10/2024	Caden Wiese		FFA Workforce Award	500.00
17104	Cleared	05/10/2024	STADIUM SPORTS		apparel	116.93
17127	Cleared	05/17/2024	TONI RASMUSSEN		Fr. State Tourn.(GB)	126.65
Total:						\$ 1,378.53
1515	JH W.E.B. (WHERE EVERYONE BELONGS)					
WAYNE	WAYNE COMMUNITY SCHOOLS					
17108	Cleared	05/10/2024	PAC 'N' SAVE		supplies	151.71
Total:						\$ 151.71

Checks By Status

Sorted by Activity ID, Site ID.
From 05/01/2024 to 05/31/2024.

Activity ID Site ID	Activity Name Site Name	Check / Void Date	Vendor Name	PO Number	Description	Amount
1535	SPEECH/DRAMA CLUB					
WAYNE	WAYNE COMMUNITY SCHOOLS					
17088	Cleared	05/10/2024	U. S. BANK		credit card purchase(s)	173.96
17093	Cleared	05/10/2024	GODFATHER'S PIZZA		pizza	326.00
17094	Cleared	05/10/2024	LINPEPCO - SIOUXLAND		beverages	220.25
17095	Cleared	05/10/2024	BEN STEWART SPEECHWIRE TOURN. SERVICES		JH Speech Invite, 4/27	125.00
17096	Cleared	05/10/2024	TOTAL GRAPHICS		t-shirts	325.00
17108	Cleared	05/10/2024	PAC 'N' SAVE		supplies	20.29
Total:						\$ 1,190.50
1540	STUDENT COUNCIL					
WAYNE	WAYNE COMMUNITY SCHOOLS					
17099	Cleared	05/10/2024	LINPEPCO - SIOUXLAND		vending machine	313.20
17128	Cleared	05/17/2024	Jesse Titiml		DJ/Homecoming dance, 9/29	400.00
Total:						\$ 713.20
2505	BAND					
WAYNE	WAYNE COMMUNITY SCHOOLS					
17110	Cleared	05/10/2024	MIDBELL MUSIC, INC.		resale/reeds	85.97
Total:						\$ 85.97
3015	DISTRICT ENTRY FEES					
WAYNE	WAYNE COMMUNITY SCHOOLS					
17121	Cleared	05/15/2024	UNL		reg./2024 Exc. in Ag Science Day	25.00
Total:						\$ 25.00
4510	POWER DRIVE PROGRAM					
WAYNE	WAYNE COMMUNITY SCHOOLS					
17105	Cleared	05/10/2024	ACE HARDWARE & HOME		supplies	27.05
17106	Cleared	05/10/2024	BOMGAARS		supplies	251.20
17107	Cleared	05/10/2024	WAYNE AUTO PARTS		supplies	57.24
17130	Cleared	05/23/2024	TONY CANTRELL		reimb/P.D. purchases	2,262.88
Total:						\$ 2,598.37
5512	EMPORIUM					
WAYNE	WAYNE COMMUNITY SCHOOLS					
17088	Cleared	05/10/2024	U. S. BANK		credit card purchase(s)	26.25
Total:						\$ 26.25

Checks By Status

Sorted by Activity ID, Site ID.
From 05/01/2024 to 05/31/2024.

Activity ID Site ID			Activity Name Site Name					
Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount		
5515		GRADES K-6						
WAYNE		WAYNE COMMUNITY SCHOOLS						
17088	Cleared	05/10/2024	U. S. BANK		credit card purchase(s)	51.60		
17108	Cleared	05/10/2024	PAC 'N' SAVE		supplies	9.40		
17111	Cleared	05/10/2024	LINPEPCO - SIOUXLAND		vending machine	101.40		
17112	Cleared	05/10/2024	Willow Lane		5 library books	127.95		
17113	Cleared	05/10/2024	SCHOLASTIC BOOK FAIRS		book fair	5,102.12		
Total:						\$ 5,392.47		
5530		MUSICAL						
WAYNE		WAYNE COMMUNITY SCHOOLS						
17104	Cleared	05/10/2024	STADIUM SPORTS		apparel	564.00		
17105	Cleared	05/10/2024	ACE HARDWARE & HOME		supplies	65.94		
17106	Cleared	05/10/2024	BOMGAARS		supplies	53.96		
Total:						\$ 683.90		
5536		STUDENT ASSISTANCE						
WAYNE		WAYNE COMMUNITY SCHOOLS						
17088	Cleared	05/10/2024	U. S. BANK		credit card purchase(s)	306.04		
17108	Cleared	05/10/2024	PAC 'N' SAVE		supplies	28.01		
Total:						\$ 334.05		
5537		SPED - TRANSITION (FORMERLY RESOURCE)						
WAYNE		WAYNE COMMUNITY SCHOOLS						
17083	Cleared	05/02/2024	STATE NEBRASKA BANK		change/Spring Sprints, 5/3	1,000.00		
17097	Cleared	05/10/2024	SUBWAY		6 dz. cookies	38.52		
17108	Cleared	05/10/2024	PAC 'N' SAVE		supplies	165.41		
17123	Cleared	05/17/2024	WAYNE COMMUNITY SCHOOLS FOUNDATION		bal. due/Spring Sprints, 5/3	471.03		
Total:						\$ 1,674.96		
5544		STAFF SUPPORT SERVICES						
WAYNE		WAYNE COMMUNITY SCHOOLS						
17098	Cleared	05/10/2024	WINNER'S CIRCLE		engraving on watches	30.00		
17108	Cleared	05/10/2024	PAC 'N' SAVE		supplies	280.35		
Total:						\$ 310.35		
Report Total :						35,396.20		

Wayne Public Schools

Cash Summary Report May 31, 2024

Fund	Description	Beginning Balance	Revenue	Expenditure	Ending Balance
01	General Fund	\$2,691,127.64	\$3,791,351.80	(\$1,188,760.04)	\$5,293,719.40
02	Depreciation Fund	\$149,206.66	\$593.07	\$0.00	\$149,799.73
03	Employee Benefit Fund	\$10,699.82	\$279,530.43	(\$279,054.16)	\$11,176.09
05	Activity Fund	\$236,954.56	\$39,289.91	(\$35,396.20)	\$240,848.27
06	School Nutrition Fund	\$316,679.56	\$59,523.99	(\$70,366.80)	\$305,836.75
07	Bond Fund	\$728,178.59	\$577,446.72	(\$1,190.00)	\$1,304,435.31
08	Special Building Fund	\$21,358,465.65	\$226,332.70	(\$1,802,505.68)	\$19,782,292.67
09	Qualified Capital Fund	\$317,550.28	\$165,020.30	(\$3,175.00)	\$479,395.58
		\$25,808,862.76	\$5,139,088.92	(\$3,380,447.88)	\$27,567,503.80

Building Fund Cash: \$ 1,204,081.28
 2023 Bond Issue Building Cash: \$ 2,963,825.33
 2024 Bond Issue Building Cash: \$ 15,614,385.65
 \$ 19,782,292.26

Wayne Public Schools

Check Report June 10, 2024 Board Meeting

Begin Date: 05/11/2024; End Date: 06/07/2024; Check Type: Payroll Liability; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY23-24; Limit Results to This Cycle: Yes; Account Expression: [All]; Show Detail by Voucher: Yes; Created On: 6/7/2024 2:14:01 PM

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
84	State Nebraska Bank	537047	24392	Ameritas Life Insurance Corp. (Vision)	\$1,092.60	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Ameritas Life Insurance Corp. (Vision)	VSP Vision	131	01-00941-000		\$401.64	
Ameritas Life Insurance Corp. (Vision)	VSP Vision 125	131	01-00941-000		\$690.96	
Sub Total					\$1,092.60	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
84	State Nebraska Bank	537047	24393	Blue Cross Blue Shield of Nebraska	\$150,777.36	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Blue Cross Blue Shield of Nebraska	Dental 125 EE/Spouse	131	01-00941-000		\$454.44	
Blue Cross Blue Shield of Nebraska	Dental 125- EE/C/S	131	01-00941-000		\$1,236.25	
Blue Cross Blue Shield of Nebraska	Dental 125-EE/Children	131	01-00941-000		\$225.63	
Blue Cross Blue Shield of Nebraska	Dental ER	131	01-00941-000		\$3,101.70	
Blue Cross Blue Shield of Nebraska	Dental-EE/S	131	01-00941-000		\$64.92	
Blue Cross Blue Shield of Nebraska	Dental-EE/S/C	131	01-00941-000		\$161.25	
Blue Cross Blue Shield of Nebraska	Health Ins 125- E/C PPO	131	01-00941-000		\$315.98	
Blue Cross Blue Shield of Nebraska	Health Ins 125- E/S PPO	131	01-00941-000		\$1,076.04	
Blue Cross Blue Shield of Nebraska	Health Ins 125-Family PPO	131	01-00941-000		\$4,575.20	
Blue Cross Blue Shield of Nebraska	Health Ins EE	131	01-00941-000		\$179.34	
Blue Cross Blue Shield of Nebraska	Health Ins ER- E/C Trad. PPO	131	01-00941-000		\$2,843.82	
Blue Cross Blue Shield of Nebraska	Health Ins ER- E/S Trad PPO	131	01-00941-000		\$11,298.14	
Blue Cross Blue Shield of Nebraska	Health Ins ER- EE Trad. PPO	131	01-00941-000		\$10,247.76	
Blue Cross Blue Shield of Nebraska	Health Ins ER-Family Trad. PPO	131	01-00941-000		\$47,679.28	
Blue Cross Blue Shield of Nebraska	Health Ins. Family Trad. PPO	131	01-00941-000		\$722.40	
Blue Cross Blue Shield of Nebraska	HSA Health Ins ER - EE/Spouse	131	01-00941-000		\$17,980.71	
Blue Cross Blue Shield of Nebraska	HSA Health Ins ER- EE/Child	131	01-00941-000		\$1,440.03	
Blue Cross Blue Shield of Nebraska	HSA Health Ins ER- Employee	131	01-00941-000		\$6,226.96	
Blue Cross Blue Shield of Nebraska	HSA Health Ins ER- Family	131	01-00941-000		\$39,507.48	
Blue Cross Blue Shield of Nebraska	PARA 125 HSA Health EE/Child	131	01-00941-000		\$661.66	
Blue Cross Blue Shield of Nebraska	PARA HSA Health Ins ER- EE/Child	131	01-00941-000		\$778.37	
Sub Total					\$150,777.36	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
84	State Nebraska Bank	537047	24394	Collection Services Center	\$524.40	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Collection Services Center	Garnishment 1- DHHS Iowa	131	01-00941-000		\$524.40	
Sub Total					\$524.40	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
84	State Nebraska Bank	537047	24395	Credit Bureau Services	\$249.81	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Credit Bureau Services	Credit Bureau	131	01-00941-000		\$249.81	
Sub Total					\$249.81	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
84	State Nebraska Bank	537047	24396	Division of Child Support	\$531.00	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Division of Child Support	Division of Child Support- SD	131	01-00941-000		\$531.00	
Sub Total					\$531.00	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
84	State Nebraska Bank	537047	24397	Elkhorn Valley Bank	\$7,498.50	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Elkhorn Valley Bank	HSA 125-Elkhorn Valley Bank	131	01-00941-000		\$7,498.50	
Sub Total					\$7,498.50	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
84	State Nebraska Bank	537047	24398	First Concord Benefits Group	\$3,353.78	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
First Concord Benefits Group	Med Reimb 125	131	01-00941-000		\$937.48	
First Concord Benefits Group	Sect 125/child Care	131	01-00941-000		\$2,416.30	
Sub Total					\$3,353.78	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
84	State Nebraska Bank	537047	24399	Mutual of Omaha	\$2,894.09	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Mutual of Omaha	Disability	131	01-00941-000		\$1,626.45	
Mutual of Omaha	Life Ins	131	01-00941-000		\$235.85	
Mutual of Omaha	Life Ins 125	131	01-00941-000		\$26.55	
Mutual of Omaha	Life Ins ER	131	01-00941-000		\$1,005.24	
Sub Total					\$2,894.09	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
84	State Nebraska Bank	537047	24400	S.D. 17 Payroll Account	\$266,566.55	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
S.D. 17 Payroll Account	Federal Withholding	131	01-00941-000		\$40,758.20	
S.D. 17 Payroll Account	FICA	131	01-00941-000		\$75,581.08	
S.D. 17 Payroll Account	Medicare	131	01-00941-000		\$17,676.40	
S.D. 17 Payroll Account	NPERS	131	01-00941-000		\$98,384.16	
S.D. 17 Payroll Account	NPERS - Adl	131	01-00941-000		\$14,699.72	
S.D. 17 Payroll Account	State Withholding - NE	131	01-00941-000		\$19,466.99	
Sub Total					\$266,566.55	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
84	State Nebraska Bank	537047	24401	TSA Consulting Group, Inc	\$4,282.55	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
TSA Consulting Group, Inc	Ameriprise	131	01-00941-000		\$300.00	
TSA Consulting Group, Inc	Fiduciary Trust Co. of New Hampshire	131	01-00941-000		\$250.00	
TSA Consulting Group, Inc	Security Benefit Group-%	131	01-00941-000		\$344.55	
TSA Consulting Group, Inc	Security Benefit- Fixed	131	01-00941-000		\$3,388.00	
Sub Total					\$4,282.55	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
84	State Nebraska Bank	537047	24402	Wayne Public School Foundatio	\$480.00	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Wayne Public School Foundation	WPS Foundation	131	01-00941-000		\$480.00	
Sub Total					\$480.00	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
84	State Nebraska Bank	540978	5674	Ameritas Life Insurance Corp. (Vision)	\$55.06	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Ameritas Life Insurance Corp. (Vision)	VSP Vision	131	06-00941-000		\$55.06	
Sub Total					\$55.06	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
84	State Nebraska Bank	540978	5675	Blue Cross Blue Shield of Nebraska	\$2,089.27	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Blue Cross Blue Shield of Nebraska	Dental 125 EE/Spouse	131	06-00941-000		\$32.46	
Blue Cross Blue Shield of Nebraska	Dental 125- EE/C/S	131	06-00941-000		\$53.75	
Blue Cross Blue Shield of Nebraska	Dental ER	131	06-00941-000		\$177.24	
Blue Cross Blue Shield of Nebraska	Dental-EE/S	131	06-00941-000		\$32.46	
Blue Cross Blue Shield of Nebraska	Health Ins 125- E/S PPO	131	06-00941-000		\$179.34	
Blue Cross Blue Shield of Nebraska	Health Ins ER- E/S Trad PPO	131	06-00941-000		\$1,614.02	
Sub Total					\$2,089.27	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
84	State Nebraska Bank	540978	5676	First Concord Benefits Group	\$254.16	Payroll Liability

Vendor	Deduction Name	Register Number	Account Code	Amount		
First Concord Benefits Group	Med Reimb 125	131	06-00941-000	\$254.16		
Sub Total				\$254.16		
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
84	State Nebraska Bank	540978	5677	Mutual of Omaha	\$123.29	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code	Amount		
Mutual of Omaha	Disability	131	06-00941-000	\$55.94		
Mutual of Omaha	Life Ins	131	06-00941-000	\$8.85		
Mutual of Omaha	Life Ins ER	131	06-00941-000	\$58.50		
Sub Total				\$123.29		
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
84	State Nebraska Bank	540978	5678	S.D. 17 Payroll Account	\$9,342.81	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code	Amount		
S.D. 17 Payroll Account	Federal Withholding	131	06-00941-000	\$970.49		
S.D. 17 Payroll Account	FICA	131	06-00941-000	\$2,947.24		
S.D. 17 Payroll Account	Medicare	131	06-00941-000	\$689.26		
S.D. 17 Payroll Account	NPERS	131	06-00941-000	\$3,610.78		
S.D. 17 Payroll Account	NPERS - Adl	131	06-00941-000	\$539.49		
S.D. 17 Payroll Account	State Withholding - NE	131	06-00941-000	\$585.55		
Sub Total				\$9,342.81		
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
84	State Nebraska Bank	540978	5679	Wayne Public School Foundatio	\$50.00	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code	Amount		
Wayne Public School Foundation	WPS Foundation	131	06-00941-000	\$50.00		
Sub Total				\$50.00		
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
84	State Nebraska Bank	537047	EFT	Direct Deposit	\$437,915.87	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code	Amount		
First National Omaha	Direct Deposit	131	01-00941-000	\$437,915.87		
Sub Total				\$437,915.87		
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
84	State Nebraska Bank	540978	EFT	Direct Deposit	\$18,214.22	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code	Amount		
First National Omaha	Direct Deposit	131	06-00941-000	\$18,214.22		
Sub Total				\$18,214.22		
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
85	State Nebraska Bank	537047	24403	S.D. 17 Payroll Account	\$2,839.79	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code	Amount		
S.D. 17 Payroll Account	Federal Withholding	132	01-00941-000	\$337.83		
S.D. 17 Payroll Account	FICA	132	01-00941-000	\$857.04		
S.D. 17 Payroll Account	Medicare	132	01-00941-000	\$200.44		
S.D. 17 Payroll Account	NPERS	132	01-00941-000	\$1,182.06		
S.D. 17 Payroll Account	NPERS - Adl	132	01-00941-000	\$176.61		
S.D. 17 Payroll Account	State Withholding - NE	132	01-00941-000	\$85.81		
Sub Total				\$2,839.79		
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
85	State Nebraska Bank	537047	EFT	Direct Deposit	\$5,283.22	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code	Amount		
First National Omaha	Direct Deposit	132	01-00941-000	\$5,283.22		
Sub Total				\$5,283.22		
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
86	State Nebraska Bank	537047	24404	S.D. 17 Payroll Account	\$305.01	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code	Amount		
S.D. 17 Payroll Account	FICA	133	01-00941-000	\$235.46		

S.D. 17 Payroll Account	Medicare	133	01-00941-000		\$55.06	
S.D. 17 Payroll Account	State Withholding - NE	133	01-00941-000		\$14.49	
Sub Total					\$305.01	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
86	State Nebraska Bank	537047	EFT	Direct Deposit	\$1,739.00	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
First National Omaha	Direct Deposit	133	01-00941-000		\$1,739.00	
Sub Total					\$1,739.00	
Grand Total					\$916,462.34	

Wayne Public Schools

Check Listing Report June 10, 2024 Board Meeting

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2585	State Nebraska Bank	540943		BOK Financial	\$220,587.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
BOK Financial		61524-INT	07-2-050000-832-000-004	Interest payment 2023 Bond		\$220,387.50
BOK Financial		61524-INT	07-2-050000-833-000-004	Paying agent fee 2023 bond		\$200.00
Sub Total						\$220,587.50
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2586	State Nebraska Bank	540935		Hausmann Construction, Inc.	\$2,029,882.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Hausmann Construction, Inc.		APP-009	08-2-045000-450-000-024	APP-009 May '24 Construction		\$2,029,882.50
Sub Total						\$2,029,882.50
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2583	State Nebraska Bank	540951		Internal Revenue Service - EFT	\$290.52	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Internal Revenue Service - EFT		052224	03-2-090000-000-000-000	May 21 '24 Special Payroll #2 Taxes		\$290.52
Sub Total						\$290.52
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2581	State Nebraska Bank	540951		Internal Revenue Service - EFT	\$138,622.67	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Internal Revenue Service - EFT		52024	03-2-090000-000-000-000	May '24 Regular Payroll Taxes		\$138,622.67
Sub Total						\$138,622.67
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2582	State Nebraska Bank	540951		Internal Revenue Service - EFT	\$1,395.31	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Internal Revenue Service - EFT		052124	03-2-090000-000-000-000	May 21 '24 Special Payroll Taxes		\$1,395.31
Sub Total						\$1,395.31
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2582	State Nebraska Bank	540951		Nebraska Retirement System - EFT	\$1,358.67	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Nebraska Retirement System - EFT		05212024	03-2-090000-000-000-000	May 21 '24 Special Payroll Retirement		\$1,358.67
Sub Total						\$1,358.67
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2581	State Nebraska Bank	540951		Nebraska Retirement System - EFT	\$117,234.15	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Nebraska Retirement System - EFT		052024	03-2-090000-000-000-000	May '24 Regular Payroll Retirement		\$117,234.15
Sub Total						\$117,234.15
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2581	State Nebraska Bank	540951		State of Nebraska - EFT	\$20,052.54	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
State of Nebraska - EFT		052024	03-2-090000-000-000-000	May '24 Payroll Taxes		\$20,052.54
Sub Total						\$20,052.54
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2582	State Nebraska Bank	540951		State of Nebraska - EFT	\$85.81	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
State of Nebraska - EFT		052124	03-2-090000-000-000-000	May 21 '24 Special Payroll Taxes		\$85.81
Sub Total						\$85.81
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type

2583	State Nebraska Bank	540951		State of Nebraska - EFT	\$14.49	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
State of Nebraska - EFT		05222024	03-2-090000-000-000-000	May 21 '24 Special Payroll #2 Taxes		\$14.49
Sub Total						\$14.49
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2586	State Nebraska Bank	540935	1753	Beiermann Electric, LLC	\$7,860.10	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Beiermann Electric, LLC		1463	08-2-026200-450-005-000	ES Lunchroom lighting project		\$7,860.10
Sub Total						\$7,860.10
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2586	State Nebraska Bank	540935	1754	Cole Papers Inc.	\$744.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Cole Papers Inc.		10437877	08-2-045000-733-000-024	Fixtures- New Building		\$744.00
Sub Total						\$744.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2586	State Nebraska Bank	540935	1755	Mid-State Engineering & Testing	\$3,668.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Mid-State Engineering & Testing		1391-0	08-2-045000-340-000-024	Services for April '24		\$3,668.00
Sub Total						\$3,668.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2586	State Nebraska Bank	540935	1756	Tint Revolution	\$14,868.40	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Tint Revolution		1467452373	08-2-026700-490-001-000	Film Material Installation		\$14,868.40
Sub Total						\$14,868.40
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24405	4th Jug, The	\$2,352.63	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
4th Jug, The	8509-2024	1309	01-2-023100-540-000-010	End of year staff luncheon, publication relations, bd.	06/05/2024	\$2,352.63
Sub Total						\$2,352.63
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24406	Aaron Daum	\$48.75	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Aaron Daum		683879	01-2-026300-431-000-020	JD997 mower service oil and filters		\$48.75
Sub Total						\$48.75
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24407	ABC Mobile Storage, Inc	\$350.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
ABC Mobile Storage, Inc		75880	01-2-026100-440-001-000	June 24 rental/storage rental expense		\$350.00
Sub Total						\$350.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24408	Acco Brands USA LLC	\$844.78	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Acco Brands USA LLC	8201-2024	4728651378	01-2-011000-610-001-010	coop order - laminating film, binding elements/ES, IH HST SUN	06/03/2024	\$207.31
Acco Brands USA LLC	8201-2024	4728651378	01-2-011000-610-005-010	coop order - laminating film, binding elements/ES, IH HST SUN	06/03/2024	\$533.82
Acco Brands USA LLC	8201-2024	4728651378	01-2-011000-610-006-010	coop order - laminating film, binding elements/ES, IH HST SUN	06/03/2024	\$103.65
Sub Total						\$844.78
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24409	Ace Hardware & Home	\$100.45	Accounts Payable

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24417	Bloom & Grace LLC	\$42.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Bloom & Grace LLC		159	01-2-011000-610-001-100	Carnations for 8th gr Ag class		\$42.00
Sub Total						\$42.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24418	Bluum USA	\$78.42	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Bluum USA	8192-2024	662874-1	01-2-011500-610-000-000	coop order-HS SPED t. sup., ELL sup.	05/28/2024	\$34.26
Bluum USA	8192-2024	662874-1	01-2-012003-610-001-011	coop order-HS SPED t. sup., ELL sup.	05/28/2024	\$44.16
Sub Total						\$78.42
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24419	Bomgaars	\$241.19	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Bomgaars		5/16/24	01-2-011000-610-001-120	Supplies		\$66.36
Bomgaars		5/16/24	01-2-026300-431-000-020	ES grounds upkeep supplies		\$72.92
Bomgaars		5/16/24	01-2-027300-350-000-000	Refrigerant for Activity Van		\$65.95
Bomgaars		5/16/24	01-2-027320-350-000-001	Refrigerant for SPED bus		\$35.96
Sub Total						\$241.19
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24420	BSN Sports, LLC	\$2,994.94	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
BSN Sports, LLC	1770-2024	925710281	01-2-021900-610-001-000	VB uniform tops/HS athletic sup.	05/28/2024	\$2,994.94
Sub Total						\$2,994.94
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24421	Bulk Bookstore	\$244.25	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Bulk Bookstore	8269-2024	170703	01-2-011000-610-005-010	paperback readers for Gr. 5/ES t. supply	06/04/2024	\$244.25
Sub Total						\$244.25
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24422	Chemsearch FE	\$1,158.08	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Chemsearch FE		8705268	01-2-026200-431-005-010	ES Water treatment		\$1,158.08
Sub Total						\$1,158.08
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24423	City of Wayne	\$16,087.95	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
City of Wayne		51524	01-2-026100-410-001-000	Water, Sewer		\$1,076.20
City of Wayne		51524	01-2-026100-410-005-000	Water, sewer		\$1,223.88
City of Wayne		51524	01-2-026100-410-006-000	Water, sewer		\$2,738.90
City of Wayne		51524	01-2-026100-621-001-010	Electricity		\$4,484.57
City of Wayne		INV 02906	01-2-026100-621-001-010	Hank Overin Baseball field electricity		\$230.97
City of Wayne		51524	01-2-026100-621-005-010	Electricity		\$5,885.00
City of Wayne		51524	01-2-026100-621-300-010	Electricity		\$448.43
Sub Total						\$16,087.95
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24424	Cole Papers Inc.	\$89.01	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Cole Papers Inc.	8120-2024	10437942	01-2-026200-610-000-000	polishing pads, scouring pads/maint. sup., dist.	05/28/2024	\$89.01
Sub Total						\$89.01
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type

2584	State Nebraska Bank	537047	24425	Constellation NewEnergy Gas Div., LLC	\$2,619.98	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Constellation NewEnergy Gas Div., LLC		4046674	01-2-026100-621-001-000	Natural gas supply		\$952.97
Constellation NewEnergy Gas Div., LLC		4046674	01-2-026100-621-005-000	Natural gas supply		\$1,197.64
Constellation NewEnergy Gas Div., LLC		4046674	01-2-026100-621-006-000	Natural gas supply		\$469.37
Sub Total						\$2,619.98
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24426	CPI	\$200.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
CPI		NAIN-076930	01-2-012003-330-000-001	Annual membership Jacob Daum		\$200.00
Sub Total						\$200.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24427	Curtis & Coleen Jeffries (Copy Write Publ.)	\$622.07	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Curtis & Coleen Jeffries (Copy Write Publ.)	8152-2024	24261	01-2-021900-890-001-000	graduation programs/misc. HS	05/30/2024	\$564.00
Curtis & Coleen Jeffries (Copy Write Publ.)	8152-2024	24261	01-2-023100-610-000-000	3 nameplates for bd. mtg./bd. sup.	05/30/2024	\$58.07
Sub Total						\$622.07
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24428	Dakota Potters Supply, LLC	\$462.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Dakota Potters Supply, LLC	8155-2024	5/29/24	01-2-011000-610-001-010	art clay/HS t. supply	06/03/2024	\$462.00
Sub Total						\$462.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24429	East West Books	\$141.94	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
East West Books	7495-2024	ARU0372147	01-2-022200-640-005-000	6 ES library books	05/28/2024	\$141.94
Sub Total						\$141.94
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24430	Electronic Contracting Company Inc.	\$1,088.85	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Electronic Contracting Company Inc.		58432	01-2-026100-350-000-000	ES Qrtly alarm monitoring		\$85.05
Electronic Contracting Company Inc.		58431	01-2-026100-350-000-000	HS Qrtly alarm monitoring		\$85.05
Electronic Contracting Company Inc.		57278	01-2-026400-431-001-000	HS Service call to correct late testing		\$918.75
Sub Total						\$1,088.85
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24431	ESU #1	\$50,221.69	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
ESU #1		SP7522-1	01-2-012004-591-001-001	SPED services Transition		\$28,773.64
ESU #1		SP7522-1	01-2-021410-591-000-001	SPED services Psych		\$11,312.50
ESU #1		SP7522-1	01-2-021510-591-000-001	SPED services Speech		\$570.63
ESU #1		SP7522-1	01-2-021610-591-000-001	SPED services OT		\$91.17
ESU #1		SP7522-1	01-2-021710-591-000-001	SPED services PT		\$35.25
ESU #1		SP7522-1	01-2-064080-591-000-000	SPED Below age 5		\$9,438.50
Sub Total						\$50,221.69
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24432	ESU Coordinating Council	\$455.10	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
ESU Coordinating Council		PFPT000020	01-2-022300-650-000-020	Proofpoint renewal-tech service that helps for security issues		\$455.10
Sub Total						\$455.10
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type

2584	State Nebraska Bank	537047	24433	First Concord Benefits Group	\$100.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
First Concord Benefits Group		06/01/24	01-2-025100-810-000-010	Monthly 125 plan fee		\$100.00
Sub Total						\$100.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24434	First Student, Inc.	\$56,169.11	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
First Student, Inc.		11974368-5/17/24	01-2-027100-519-000-000	April '24 regular routes		\$41,655.36
First Student, Inc.		11974368-5/17/24	01-2-027100-519-001-000	April '24 HS Athletics		\$7,351.17
First Student, Inc.		11974368-5/17/24	01-2-027100-519-001-010	April '24 Fine Arts activities		\$843.72
First Student, Inc.		11974368-5/17/24	01-2-027100-519-005-000	April '24 Elem field trips		\$509.82
First Student, Inc.		11974368-5/17/24	01-2-027100-519-006-000	April '24 JH Athletics		\$2,287.38
First Student, Inc.		11974368-5/17/24	01-2-027100-626-000-000	April '24 excess fuel		\$3,521.66
Sub Total						\$56,169.11
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24435	Frahm & Sons Tree & Yard Service, LLC	\$3,450.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Frahm & Sons Tree & Yard Service, LLC		1191	01-2-026300-431-000-020	Remove tree & stump, trim 15 trees		\$3,450.00
Sub Total						\$3,450.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24436	Generation Genius, Inc	\$1,295.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Generation Genius, Inc	7493-2024	GG225264-R4	01-2-011000-643-005-000	1 year subscription (Science & Math) educational streaming video & lessons/ESL sun web-based	05/28/2024	\$1,295.00
Sub Total						\$1,295.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24437	Gopher	\$1,477.74	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Gopher	8520-2024	IN374564	01-2-011000-610-001-000	HS P.E. supplies	05/23/2024	\$1,168.73
Gopher	8519-2024	IN374668	01-2-011000-610-006-000	JH P.E. supplies	05/23/2024	\$309.01
Sub Total						\$1,477.74
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24438	Heartland Counseling Services, Inc.	\$4,000.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Heartland Counseling Services, Inc.		16-342	01-2-021400-340-001-000	April '24 HS Social work		\$670.00
Heartland Counseling Services, Inc.		10-808	01-2-021400-340-001-000	May '24 HS Social work		\$670.00
Heartland Counseling Services, Inc.		16-342	01-2-021400-340-005-000	April '24 Elem Social work		\$1,000.00
Heartland Counseling Services, Inc.		10-808	01-2-021400-340-005-000	May '24 Elem Social work		\$1,000.00
Heartland Counseling Services, Inc.		16-342	01-2-021400-340-006-000	April '24 JH Social work		\$330.00
Heartland Counseling Services, Inc.		10-808	01-2-021400-340-006-000	May '24 JH Social work		\$330.00
Sub Total						\$4,000.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24439	Holiday Inn Sioux Falls-City Centre	\$261.74	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Holiday Inn Sioux Falls-City Centre	7997-2024	108342	01-2-012003-330-000-001	lodging for Jacob & Nichelle Daum-CPI recertification training/training & dev. services, SPED	05/28/2024	\$261.74
Sub Total						\$261.74
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24440	Hometown Leasing	\$2,279.87	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Hometown Leasing		6/1/24	01-2-025100-443-000-000	Payment #6 of 60 mo lease		\$2,279.87
Sub Total						\$2,279.87

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24441	J.W. Pepper & Son Inc.	\$1,197.98	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
J.W. Pepper & Son Inc.	8530-2024	366456440/55556	01-2-011000-610-006-050	JH band music	06/04/2024	\$444.99
J.W. Pepper & Son Inc.	8514B-2024	366459885	01-2-011000-610-001-050	HS band music	06/04/2024	\$50.00
J.W. Pepper & Son Inc.	8515-2024	461326/72108/479837	01-2-011000-610-001-050	HS band music	06/04/2024	\$702.99
Sub Total						\$1,197.98
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24442	Lakeshore Learning Materials, LLC	\$201.24	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Lakeshore Learning Materials, LLC	8202-2024	435067050224	01-2-011000-610-001-010	coop order - bulletin board paper-JH/HS t. sup.	05/28/2024	\$75.37
Lakeshore Learning Materials, LLC	8202-2024	435067050224	01-2-011000-610-005-010	coop order-permanent marker set/ES t. sup.	05/28/2024	\$7.59
Lakeshore Learning Materials, LLC	8202-2024	435067050224	01-2-011000-610-006-010	coop order - bulletin board paper-JH/HS t. sup.	05/28/2024	\$37.68
Lakeshore Learning Materials, LLC	8202-2024	435067050224	01-2-011500-610-000-000	coop order-10 hand calculators/ELL sup.	05/28/2024	\$80.60
Sub Total						\$201.24
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24443	Laurie Christ	\$2,604.96	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Laurie Christ		052124	01-2-027120-332-000-001	SPED mileage reimb 2/12/24-5/21/24		\$2,604.96
Sub Total						\$2,604.96
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24444	Learning Without Tears	\$1,336.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Learning Without Tears	7474-2024	INV20332	01-2-011000-640-005-000	cursive handwriting books	05/29/2024	\$1,336.50
Sub Total						\$1,336.50
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24445	Lutt Oil	\$1,712.96	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Lutt Oil		6124	01-2-011000-580-001-000	May '24 Teacher In-Service fuel		\$51.09
Lutt Oil		6124	01-2-013000-610-000-000	May '24 Drivers Ed fuel		\$68.02
Lutt Oil		6124	01-2-021900-580-001-000	May '24 Athletics fuel		\$337.39
Lutt Oil		6124	01-2-021900-580-001-010	May '24 State/Dist events fuel		\$219.54
Lutt Oil		6124	01-2-021900-580-001-020	May '24 Speech/Drama fuel		\$32.05
Lutt Oil		6124	01-2-021900-580-001-030	May '24 Choir/Band fuel		\$83.87
Lutt Oil		6124	01-2-021900-580-001-100	May '24 Ag/FFA fuel		\$18.18
Lutt Oil		6124	01-2-021900-580-005-000	May '24 ES field trips fuel		\$82.72
Lutt Oil		6124	01-2-023200-580-000-000	May '24 Supt fuel		\$126.31
Lutt Oil		6124	01-2-026500-626-000-000	May '24 Custodial fuel		\$300.50
Lutt Oil		6124	01-2-026500-626-000-000	May '24 Lunch fuel		\$95.33
Lutt Oil		6124	01-2-027120-626-000-001	May '24 SPED fuel		\$297.96
Sub Total						\$1,712.96
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24446	Lyrics2Learn, LLC	\$510.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Lyrics2Learn, LLC	7492-2024	3077	01-2-011000-643-005-000	3 annual subscription renewals (reading skills)/ES t. sup. web-based	05/28/2024	\$510.00
Sub Total						\$510.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24447	Main Street Garage, LLC	\$2,813.47	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Main Street Garage, LLC		016706	01-2-027300-350-000-000	2011 Ford Expedition-4 tires, A/C repair		\$1,118.25
Main Street Garage, LLC		016815	01-2-027300-350-000-000	2011 Ford Expedition-AC repair		\$649.47

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24456	Nebraska State Fire Marshal Agency	\$324.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Nebraska State Fire Marshal Agency		131129	01-2-026200-431-001-010	HS Annual Boiler Certificate fees		\$120.00
Nebraska State Fire Marshal Agency		131129	01-2-026200-431-005-010	Elem Annual Boiler Certificate fees		\$144.00
Nebraska State Fire Marshal Agency		131129	01-2-026200-431-006-010	JH Annual Boiler Certificate fees		\$60.00
Sub Total						\$324.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24457	Northeast Nebraska Insurance	\$25,370.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Northeast Nebraska Insurance		052224-3	01-2-026100-520-000-000	3rd Qtr Liability Ins		\$3,883.50
Northeast Nebraska Insurance		052224-3	01-2-026100-520-000-010	3rd Qtr Property Ins		\$19,158.25
Northeast Nebraska Insurance		052224-3	01-2-026500-520-000-000	3rd Qtr Vehicle Ins		\$2,328.25
Sub Total						\$25,370.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24458	One Source	\$80.80	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
One Source		2022155486	01-2-023300-317-000-000	May '24 background checks		\$80.80
Sub Total						\$80.80
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24459	Pac 'n' Save	\$369.26	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Pac 'n' Save		6/1/24	01-2-011000-610-000-080	H20		\$11.25
Pac 'n' Save		6/1/24	01-2-011000-610-001-030	HS Baking & Pastry		\$105.24
Pac 'n' Save		6/1/24	01-2-011000-610-001-030	HS Foods and Nutrition		\$78.80
Pac 'n' Save		6/1/24	01-2-011000-610-001-100	Ag Supplies		\$51.13
Pac 'n' Save		6/1/24	01-2-011000-610-006-030	JH FACS		\$36.87
Pac 'n' Save		6/1/24	01-2-022200-890-005-000	Elem library supplies		\$35.29
Pac 'n' Save		6/1/24	01-2-033000-610-005-000	Kid's Club supplies		\$50.68
Sub Total						\$369.26
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24460	Paper 101	\$11,273.99	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Paper 101	8126-2024	255131-00	01-2-011000-610-001-080	Annual Buy Paper Order/HS copy paper	05/21/2024	\$3,536.54
Paper 101	8126-2024	255131-00	01-2-011000-610-005-080	Annual Buy Paper Order/ES copy paper	05/21/2024	\$5,808.93
Paper 101	8126-2024	255131-00	01-2-011000-610-006-080	Annual Buy Paper Order/JH copy paper	05/21/2024	\$1,547.38
Paper 101	8126-2024	255131-00	01-2-011900-610-300-000	Annual Buy Paper Order/ELC copy paper-supplies, Prek	05/21/2024	\$381.14
Sub Total						\$11,273.99
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24461	Parco Scientific Company	\$785.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Parco Scientific Company	8594-2024	PU121755/121761	01-2-011000-610-001-100	coop order - utility cart, 2 binocular stereo microscopes/an classroom sunlvy	06/04/2024	\$785.00
Sub Total						\$785.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24462	Percussion Source/West Music	\$1,343.83	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Percussion Source/West Music	8542/8528-2024	SI2407849/2411276	01-2-011000-610-001-110	drumset/HS band instrument & sup.	06/04/2024	\$678.85
Percussion Source/West Music	8542/8528-2024	SI2407849/2411276	01-2-011000-610-001-110	electronic drumset/HS band instrument & sup.	06/04/2024	\$599.99
Percussion Source/West Music	8542/8528-2024	SI2407849/2411276	01-2-011000-610-005-110	mallett/ES band instrument & sup.	06/04/2024	\$64.99
Sub Total						\$1,343.83
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type

2584	State Nebraska Bank	537047	24463	Perry Law Firm	\$237.25	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Perry Law Firm		5/17/24	01-2-023300-317-000-000	Legal services 5/8/24-5/14/24		\$237.25
Sub Total						\$237.25
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24464	Plunkett's/Varment Guard	\$261.20	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Plunkett's/Varment Guard		8569856	01-2-026200-431-000-010	Monthly pest control		\$261.20
Sub Total						\$261.20
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24465	Power Spelling, Inc.	\$784.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Power Spelling, Inc.	7494-2024	1674	01-2-011000-643-005-000	Power Spelling 12 month subscription/ES t. sup., web-based	05/28/2024	\$784.00
Sub Total						\$784.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24466	Providence Medical Center	\$1,453.75	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Providence Medical Center		5006351	01-2-021610-591-000-001	April '24 OT services		\$1,016.25
Providence Medical Center		5006351	01-2-021710-591-000-001	April '24 PT services		\$437.50
Sub Total						\$1,453.75
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24467	Rapids	\$199.30	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Rapids	8203-2024	12022856	01-2-011000-610-001-030	coop order-disposable aprons/JH, HS FACS supply	06/04/2024	\$132.87
Rapids	8203-2024	12022856	01-2-011000-610-006-030	coop order-disposable aprons/JH, HS FACS supply	06/04/2024	\$66.43
Sub Total						\$199.30
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24468	Rasmussen Mechanical Services	\$5,888.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Rasmussen Mechanical Services		SRV 111481	01-2-026200-431-005-010	ELEM HVAC service call,		\$1,060.00
Rasmussen Mechanical Services		SRV 111482	01-2-026200-431-006-010	JH HVAC service call, requested quote for ventilator, hot water valves, actuators		\$1,513.50
Rasmussen Mechanical Services		SRV111991	01-2-026400-431-006-000	JH HVAC-replaced heat valves, actuators, cleaned strainers		\$3,315.00
Sub Total						\$5,888.50
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24469	Rasmussen, Toni	\$433.38	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Rasmussen, Toni		05/15/24	01-2-011000-580-001-100	D3 meeting mileage reimb-Hooper		\$76.38
Rasmussen, Toni		05/23/24	01-2-011000-580-001-100	Region III Hotel reimbursement		\$357.00
Sub Total						\$433.38
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24470	Really Good Stuff, LLC	\$1,312.77	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Really Good Stuff, LLC	7499-2024	8531600	01-2-011000-610-005-010	ES t. supply	05/29/2024	\$671.78
Really Good Stuff, LLC	8267-2024	8531310	01-2-011000-610-005-010	ES t. supply	05/29/2024	\$640.99
Sub Total						\$1,312.77
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24471	Rochester 100 Inc.	\$797.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Rochester 100 Inc.	7473-2024	INV074627	01-2-011000-610-005-010	communication folders/ES t. sup.	05/28/2024	\$797.50

Sub Total							\$797.50
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type	
2584	State Nebraska Bank	537047	24472	S.D. 17 Activity Fund	\$25.00	Accounts Payable	
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount	
S.D. 17 Activity Fund	8548-2024	June 24 Reim	01-2-011000-810-000-100	reimb./Excellence in Ag Sciences Day reg. - dues & fees An instruction	05/21/2024	\$25.00	
Sub Total						\$25.00	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type	
2584	State Nebraska Bank	537047	24473	S.D. 17 Lunch Fund	\$69.00	Accounts Payable	
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount	
S.D. 17 Lunch Fund		May 24	01-2-011900-610-300-010	May staff meals at ELC		\$69.00	
Sub Total						\$69.00	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type	
2584	State Nebraska Bank	537047	24474	Schlickbernd's Appliance	\$2,154.00	Accounts Payable	
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount	
Schlickbernd's Appliance	8527-2024	026670	01-2-035510-610-000-000	2 LG Slide-In Ranges/supplies Career Education Grant	06/04/2024	\$2,154.00	
Sub Total						\$2,154.00	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type	
2584	State Nebraska Bank	537047	24475	School Specialty, LLC	\$471.24	Accounts Payable	
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount	
School Specialty, LLC	7477-2024	208134139467	01-2-011000-610-005-010	mobile bin storage unit/ES t. sup.	05/30/2024	\$471.24	
Sub Total						\$471.24	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type	
2584	State Nebraska Bank	537047	24476	Security Shredding Services	\$60.00	Accounts Payable	
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount	
Security Shredding Services		21786	01-2-025100-310-000-020	Shredding services 1.5 ctn		\$60.00	
Sub Total						\$60.00	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type	
2584	State Nebraska Bank	537047	24477	Staples	\$242.88	Accounts Payable	
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount	
Staples	8513-2024	3565045012	01-2-011900-610-300-000	2 3M laminate cartridges/supplies, prek	05/22/2024	\$146.28	
Staples	8220-2024	3564632252	01-2-011000-610-001-010	2 cases facial tissue-JH/HS t. sup.	05/22/2024	\$64.40	
Staples	8220-2024	3564632252	01-2-011000-610-006-010	2 cases facial tissue-JH/HS t. sup.	05/22/2024	\$32.20	
Sub Total						\$242.88	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type	
2584	State Nebraska Bank	537047	24478	Sunnyview Place, LLC	\$4,632.00	Accounts Payable	
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount	
Sunnyview Place, LLC		060124	01-2-026100-441-300-000	Lease June 2024 ELC		\$4,632.00	
Sub Total						\$4,632.00	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type	
2584	State Nebraska Bank	537047	24479	Teacher Synergy, LLC	\$812.00	Accounts Payable	
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount	
Teacher Synergy, LLC	8567-2024	268096271	01-2-011000-640-001-000	Chemistry, Physical Science curriculum/HS textbooks	06/04/2024	\$812.00	
Sub Total						\$812.00	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type	
2584	State Nebraska Bank	537047	24480	The Master Teacher	\$1,650.00	Accounts Payable	
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount	
The Master Teacher	7601-2024	11680321	01-2-012003-330-001-001	paraeducator online training (annual subscription)/training SPED - ES, JH, HS	06/03/2024	\$550.00	
The Master Teacher	7601-2024	11680321	01-2-012003-330-005-001	paraeducator online training (annual subscription)/training SPED - ES, JH, HS	06/03/2024	\$550.00	

The Master Teacher	7601-2024	11680321	01-2-012003-330-006-001	paraeducator online training (annual subscription)\training SPED - ES_IH_HS	06/03/2024	\$550.00
Sub Total						\$1,650.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24481	U.S. Bank	\$4,408.34	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
U.S. Bank		052724CM	01-2-011000-610-001-120	Freight Harbor credit memo tool box		(\$80.25)
U.S. Bank		052724	01-2-012001-580-000-001	Parking NCSA meeting		\$22.50
U.S. Bank		052724	01-2-012003-580-001-001	CPI training meal		\$36.21
U.S. Bank		052724	01-2-012003-580-005-001	CPI training meals		\$36.20
U.S. Bank		052724	01-2-021900-580-001-010	State Track lodging		\$3,168.69
U.S. Bank		052724	01-2-023200-610-000-000	Custom portfolios		\$1,224.99
Sub Total						\$4,408.34
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24482	US Cellular	\$76.51	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
US Cellular		0655224718	01-2-025100-382-000-000	Maintenance director cell phone		\$76.51
Sub Total						\$76.51
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24483	Waste Connections of Nebraska Inc.	\$1,199.19	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Waste Connections of Nebraska Inc.		3550561T052	01-2-026200-410-000-010	Delivery, disposal, haul off of temporary roll off		\$367.44
Waste Connections of Nebraska Inc.		3550561T052	01-2-026200-410-000-010	June 24 garbage, recycling		\$759.75
Waste Connections of Nebraska Inc.		3550561T052	01-2-026200-410-000-010	June 24 rear load 2 yd on call		\$72.00
Sub Total						\$1,199.19
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24484	Wayne County Ag Society	\$125.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wayne County Ag Society		5/22/24	01-2-023100-540-000-000	1/4 page Fairbook ad		\$125.00
Sub Total						\$125.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24485	Wayne Herald	\$1,879.64	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wayne Herald		05/31/2024	01-2-023100-540-000-000	Family tab ad		\$100.00
Wayne Herald		05/31/2024	01-2-023100-540-000-000	Graduation Tab ad		\$205.00
Wayne Herald		05/31/2024	01-2-023100-540-000-000	Insert newsletter		\$258.15
Wayne Herald		05/31/2024	01-2-023100-540-000-000	JH Athletic secretary ads		\$448.00
Wayne Herald		05/31/2024	01-2-023100-540-000-000	Meeting notices		\$41.93
Wayne Herald		05/31/2024	01-2-023100-540-000-000	Power Drive ad		\$66.00
Wayne Herald		05/31/2024	01-2-023100-540-000-000	Print newsletter		\$204.34
Wayne Herald		05/31/2024	01-2-023100-540-000-000	Proceedings		\$276.22
Wayne Herald		05/31/2024	01-2-023100-540-000-000	State Baseball ad		\$90.00
Wayne Herald		05/31/2024	01-2-023100-540-000-000	State track ad		\$90.00
Wayne Herald		05/31/2024	01-2-023100-540-000-000	Website ad		\$100.00
Sub Total						\$1,879.64
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24486	Wildcat Lanes	\$4,335.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wildcat Lanes		5/13/24	01-2-021900-440-000-000	JH/HS PE class bowling		\$4,335.00
Sub Total						\$4,335.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24487	William V. MacGill & Co.	\$246.20	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount

William V. MacGill & Co.	8248-2024	IN0872118	01-2-012003-610-006-011	Individualized Healthcard Plans book/JH SPED t. supply	06/05/2024	\$246.20
Sub Total						\$246.20
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2584	State Nebraska Bank	537047	24488	Winners' Circle	\$78.16	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Winners' Circle	8522-2024	56243	01-2-021900-890-001-000	valedictorian & salutatorian plaques/graduation exp., mist HS	05/28/2024	\$78.16
Sub Total						\$78.16
Grand Total						\$2,802,387.99

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

**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: _____

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

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

Homeless Education Program

HOMELESS STUDENT ENROLLMENT INFORMATION & PLACEMENT REQUEST

Child's Name: (Last Name) (First Name) (M.I.) Birth Date: Grade

Parent/Guardian Name (Last Name) (First Name) (M.I.) Unaccompanied Youth ("Yes" or "No")

Current Address

Telephone Number: (If phone # not available, phone number of someone who can be contacted and their relationship, if any).

Information provided on this form is confidential.

1. Homeless Status

a. Do you live in any of these following situations?

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, cannot afford housing, etc.)
in a motel, hotel, campground or similar setting due to lack of alternative adequate accommodations
in emergency or transitional shelters such as domestic violence or homeless shelters or transitional housing shelter or agency
have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans
in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
None of the above.

b. How long do you anticipate living in current location?

2. School Most Recently Attended

School: (School Name) (City) (State)

Dates of Attendance: to

Grade level when last attended:

3. Eligible for any of these educational and school related activities and services?

Special Education (IDEA) If yes, please identify disability and special education services previously provided :

- English Language Learners (ELL) Gifted Vocational Education
- Other _____

4. Possible Barriers to Education

- No Birth Certificate No immunizations or other medical records
- No School Records Transportation School Selection
- Other issues/barriers _____

5. Requested Services and Activities to be Provided by Homeless Student Program

- Obtaining or transferring records necessary for enrollment
- Emergency assistance related to school attendance
- Expedited evaluations
- Transportation Clothing to meet a school requirement School supplies
- Early childhood program Tutoring or other instructional support
- Before/after-school, mentoring, summer programs
- Referrals for medical, dental, or other health services
- Referral to other programs/services
- Assistance with participation in school programs
- Parent education related to rights/resources
- Coordination between schools and agencies
- Counseling Addressing needs related to domestic violence
- Staff professional development/awareness
- Other _____

6. Placement

a. School placement requested by parent/guardian or unaccompanied youth: _____

b. Reason(s) for Request: _____

c. Name of "School of Origin" _____

(School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled).

Enrollment Date _____

Has student been withdrawn? _____

If so, what was the withdraw date? _____

d. Distance from:

i. Residence to the school of origin (miles): _____

ii. Residence to the school requested (if not school of origin): _____

Parent or Guardian or Unaccompanied Youth's signature

Date

Children living in homeless situations have certain rights under the McKinney-Vento Homeless Assistance Act. Please contact the Homeless Coordinator with any questions.

WRITTEN NOTIFICATION OF ENROLLMENT/PLACEMENT DECISION FOR HOMELESS STUDENT

Child's Name: _____

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ Unaccompanied Youth _____
(Name) (Name)

After reviewing your request to enroll the child, the determinations are as follows:

Homeless student program eligibility:

_____ Child does not qualify under the homeless student program.
_____ Child qualifies under the homeless student program. This determination was based upon: _____

Placement (if enrolled under the homeless student program) was made based on best interest of the student. The placement will be at: _____
(Name)

Explanation for this determination (if not school of origin or the choice of parent/guardian or unaccompanied youth, give detail): _____

If you are not satisfied with the determinations, you have the right to use the dispute resolution process. Contact the Homeless Coordinator and complete a Dispute Resolution Form.

Notices:

- The student has the right to be immediately admitted in the school in which enrollment is sought pending resolution of the dispute.
- You may contact the state coordinator:
Education Specialist & Homeless Education / NCLB Programs
Nebraska Department of Education
<http://www.education.ne.gov/federalprograms/Title%20X.html>
Telephone: (402) 471-1419 Facsimile: (402) 742-2371
- You may seek the assistance of advocates or attorneys.

Administrator

Date

Written Notification Form was given to parent/guardian or unaccompanied youth on _____ (Date).

**Homeless Education Program
DISPUTE RESOLUTION FORM**

This form should be completed when a dispute arises over school enrollment/placement.

Child's Name: _____

Person completing form: _____
(Name) (Relation to Student)

I may be contacted at (address/phone/e-mail): _____

I wish to dispute the following decision: _____

The decision I am disputing was wrong because (give detailed information in support of your position and use an attachment if necessary): _____

Persons who have information to support my position (include contact information):

I request that the following action be taken on this dispute: _____

Parent or Guardian or Unaccompanied Youth's signature

Date

-----For School Use-----

Date received by Homeless Coordinator _____

-----Determination of Homeless Coordinator-----

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ Unaccompanied Youth _____
(Name) (Name)

After reviewing the information relevant to your dispute my determination is as follows:

Explanation for this determination: _____

Notice of Right to Appeal: If you are not satisfied with the determination on this dispute, you have the right to appeal as provided for in the Nebraska Department of Education Rule 19. The appeal is to be filed with the Commissioner of Education within 30 calendar days of receipt of this decision. For information about an appeal you may contact the state coordinator:

Education Specialist & Homeless Education / NCLB Programs
Nebraska Department of Education
<http://www.education.ne.gov/federalprograms/Title%20X.html>
Telephone: (402) 471-1419 Facsimile: (402) 471-0117

Administrator

Date

The Determination of the Homeless Coordinator on this dispute was given to parent/guardian or unaccompanied youth on _____ (Date).

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

WAYNE COMMUNITY SCHOOLS



EARLY LEARNING CENTER

Learning for Life

Parent Handbook

2024-25

Sunnyview Place Business Park
803 Providence Road
Wayne, NE 68787
402-833-1450

Director - Misty Bear
mibear1@waynebluedevils.org

Welcome

We would like to take this opportunity to welcome you to Wayne Community Schools Early Learning Center!

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.

General Information

Classroom teacher - Gwen Frideres, MA

School Nurse - Abby Wragge

ELC Director - Misty Beair, EdS

Administrative Assistant: Paula Gemelke

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

4 Year Old Preschool 7:45-3:00 Tues/Thurs

Staff will be at the center earlier preparing for daily activities. However, children are not allowed to be left at the ELC and doors are not unlocked until 7:45 AM. Please note that the doors are locked each day for the safety of your children.

Calendar

The Early Learning Center will generally follow the K-12 school calendar. A copy of the ELC calendar will be provided to all families. Updated information will be shared in the preschool newsletter and through the Remind App.

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. Applications must be completed at the Senior Center with Diane Bertrand by August 1st. The City of Wayne transportation has a limit of five passengers.

Pick up and drop off Procedure

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. A staff member will greet you at the door. We do this one parent/child at a time to allow for privacy to visit with you about your child. The same procedure is followed at the end of the day with the classroom teacher. 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.

Contact Information

It is imperative that contact information be kept current. Please visit with anyone on our staff if

your address, phone number, local emergency contact information, and/or permission to sign out child information changes. Phone numbers given must have mailboxes set up with the capability to leave a message. We can not sign students out to people who are not authorized to do so by the parents/guardians.

Parent Orientation/Conferences

The preschool teacher will contact families beginning in August for an initial orientation visit. This visit is required by NDE for enrollment, 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 visit or conference will be made in the fall, and again during the second semester if needed.

Curriculum

The Wayne Community Schools Early Learning Center incorporates the Creative Curriculum for students. 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.

We ask that families who have a child with food allergies students fill out a form as provided through our lunch program. Students are required to try something at each meal. If you are providing lunch for your child, we request that it is nutritious and contains at least 2 items from the 5 food groups, and does not include candy. We follow the wellness policy as provided on the district website.

A healthy snack will be provided every Friday, and anytime there is a 3 hour or longer break between meals.

Special Occasions

The Early Learning Center will celebrate the four following holidays: Halloween, Thanksgiving, Christmas, 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.***

We look forward to celebrating your child's birthday or half birthday at school. If you choose to provide treats for your child's birthday or a special occasion they need to be pre-packaged and/or non-edible due to Wellness Committee Guidelines. Parents will be notified when field trips are scheduled.

Enrollment Requirements

A child entering preschool must furnish a certified birth certificate to validate his/her age and Immunization records, prior to starting school. Students must be 4 prior to July 31st of the year they are enrolling, or as determined by an IEP team. **Nebraska State law dictates immunization records must be presented prior to enrollment or the student cannot be enrolled.**

Student Age Group	Required Vaccines
Ages 4-5 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 varicella disease from parent, guardian, or health care provider will be accepted 4 doses of pneumococcal or 1 dose of pneumococcal given after 15 months of age

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 could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

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. The container must be clearly marked with the child’s name, date, name of medication, doctor, and frequency and amount to be given. Parents/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.**

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.

Potty Training

Preschool students enrolled in the 4 yr program must be completely potty trained.

Preschool students that have a developmental delay or a verified medical condition are exempt from this requirement and may attend in diapers/pull-ups per a doctor's orders or IEP team decision.

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..

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).
- Rash with fever or behavior change - until a physician determines the illness not to be communicable
- Streptococcal Pharyngitis (strep throat) - 24 hours after treatment was begun and 24 hours fever free
- Chicken Pox - 6 days after onset of rash or when all lesions have dried and crusted
- Hand Foot Mouth Disease - 24 hours fever free and mouth sores/open blisters have healed
- Influenza - 24 hours all symptoms free
- Contagious Conditions such as rashes (examples: ringworm, staph infections, conjunctivitis (pink eye), impetigo, head lice, etc). - 24 hours after treatment has begun..
- COVID - Please call school nurse at (402)375-3854 for current protocols

***We want to keep illness to a minimum, and understand that it can throw off schedules when children are sick. Our policy is that a child must be fever free for 24 hours before returning to the ELC. Please do not administer a fever-suppressant prior to bringing your child to school. Signs of possible illness include unusual lethargy, irritability, persistent crying and difficulty breathing.*

***Please do not send your child to the ELC if he/she is unable to go outside with the group due to illness. All staff and volunteers must remain with the large group of children. There is not enough staff to stay inside with a sick child.*

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 via phone (402) 833-1450 or email (pagemel1@wynebluedevils.org).

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.

Emergencies and Safety Drills

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. An accident report will be filled out and sent home. Our schools safety plan including fire drills, tornado drills, and lock down drills will be performed in accordance with District and State policy.

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. Please check our facebook page for the most accurate information on the Early Learning Center. **If you feel it is necessary to keep your child at home, during such time, please contact the office staff (402-833-1450).**

Drug-Free Schools

School property is considered a drug free zone. This includes smoking/vaping on school property, this includes dropping off/picking up your child at the ELC.

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act. 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.

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 must report any suspected abuse to authorities.

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

Behavior Guidelines/Discipline Policy

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. If a concern arises, parents will be notified the same day.

Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal’s designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with the District Policies disciplinary procedures.

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 will be shared prior to enrollment. Sign and return if you do NOT give permission for your child’s picture/work to be shared.

Supplies for School - Early Learning Center

- Please send a large backpack to school with your child.
- 1 box of Kleenex
- 2 containers of Clorox wipes
- 6 packages of Baby wipes

- 2 packages of flushable wipes
- 2 cans of Lysol spray
- Baggies (any size box (snack size, quart, gallon, etc.)
- 3 rolls 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. All clothing is kept in your child's cubby and will be sent home as the seasons change. 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**

APPENDIX A - 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, High School Principal

Title IX	Discrimination or harassment based on gender equity	M. Beair, 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. Beair, Special Education Director
Homeless student laws	Children who are homeless	M. Beair, Special Education Director
Safe and Drug Free Schools and Communities	Safe and drug free schools	R. Plager, High School 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 opportunities 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 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.

(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.

Appendix B - FORMS TO BE RETURNED

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 _____



Sliding Fee Scale 2024-25

1. Who can qualify for free/reduced preschool costs?
 - a. All children in households who qualify for free/reduced lunch.
 - b. Foster children that are under the legal responsibility of a foster care agency or court.
 - c. Children who meet the definition of homeless, migrant, or ward of the state.
2. Do I need to fill out both the Free/Reduced Lunch application and provide a copy of my tax return information or pay stub?
 - a. If you qualify for free/reduced lunches you will qualify for free (lowest pay) preschool. If you do not qualify, we would suggest that you fill out the application as the preschool pay guidelines are higher than the free/reduced lunch guidelines.
3. What if my income changes? Can I apply again?
 - a. You can apply any time your income changes.
4. What if I disagree with the school's decision?

- a. Please visit with the ELC Director, Misty Bear, 402-833-1450. You can also call Dr. Mark Lenihan, Superintendent, at 402-375-3150.
5. May I apply if someone in my household is not a US Citizen?
- a. Yes. You, your children, or other household members do not have to be US Citizens to qualify for our sliding fee scale.
6. What if I need assistance in paying the portion of the preschool bill I am responsible for?
- a. Please visit with ELC Director, Misty Bear, 402-833-1450 or mibear1@waynebluedevils.org Scholarship money may be available and we also allow in-kind payments through volunteer work at the preschool.

The Early Learning Center offers a sliding fee, income based scale for families.

4 Year-Old Program MWF

Full Pay: \$875 per semester
 Reduced Pay: \$437.50 per semester
 Lowest Pay: No cost

4 Year-Old Program T/Th

Full Pay: \$800 per semester
 Reduced Pay: \$400 per semester
 Lowest Pay: No cost

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 the schedule chosen, to be paid at the Early Learning Center. Tuition is calculated by the number of days in session and divided by the number of payments. You will receive a letter with due dates and amount due once you have chosen your payment schedule. Lack of payment may result in your student being removed from the program.

# of payments	Schedule	Full pay (MWF)	Reduced pay (MWF)	Full pay(T/TH)	Reduced pay (T/TH)
1	Annual (August 24/25)	\$1750	\$875	\$1600	\$800
2	Semester (August 24/25 and January 9/10)	\$875	\$437.50	\$800	\$400
4	Quarterly (August 24/25, October 24/25, January 9/10, and March 13/14)	\$437.50	\$218.75	\$400	\$200
8	Monthly	\$218.75	\$109.37	\$200	\$100

	(First school day of each month August-May)				
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Payment Schedule Options: **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.

Children in School

List names of all children, including foster children. (First, Middle Initial, Last)	Check box if Foster child/Homeless or Migrant/State Ward	Date of Birth	Grade

Total Household Size: Include everyone in the household: _____

Income:

1. Include a copy of paystub(s) of each person in the home who has a recordable income.
 - a: How often is pay received? _____
- or
2. Include a copy of tax return for each person in the home who has a recordable income.

Early Learning Center Sliding Fee Scale

Household Size	Yearly - Free	Yearly- Reduced	Yearly - Full Pay
2	up to \$53,130	up to \$61,530	Over \$61,530
3	up to \$61,530	up to \$69,930	Over \$69,930
4	up to \$69,930	up to \$78,330	Over \$78,330

5	up to \$78,330	up to \$86,730	Over \$86,730
6	up to \$86,730	up to \$95,130	Over \$95,130
7	up to \$95,130	up to \$103,530	Over \$103,530
8	up to \$103,530	up to \$111,990	Over \$111,990

Signature: _____ Print Name: _____

Address: _____ Phone Number: _____

Email Address: _____ Date: _____

Please send a copy of your most recent tax return or pay stub along with this form

**Wayne Community School
HEALTH HISTORY - REQUIRED FORM**

Student Name: _____ Grade: _____ Sex: M/F _____

Birth Date: _____ Health Care Provider: _____ Dentist: _____

The following information is requested to assist the school staff in responding appropriately to your student's health needs. The information provided here may be shared with school personnel as needed to promote your child's safety and educational success at school.

A. Current Health Status

1. Does your child take medicine or supplements regularly? No Yes
Please list: _____
2. Does your child have a health condition now under treatment? No Yes
Please list: _____
3. Has your child been hospitalized in the last 3 years, treated in ER, or had surgery? No Yes
Please list: _____
4. Does your child have allergies to food? No Yes
Please list type and reaction: _____
5. Does your child have allergies to medications? No Yes
Please list type and reaction: _____
6. Does your child have environmental, seasonal, or pet allergies? No Yes
Please list type and reaction: _____
7. Date of last: Medical exam _____ Dental exam _____ Eye exam _____
8. In the past year has your child had any immunizations?
Type _____ Date _____ Clinic _____

B. Check conditions that pertain to your child and the date of onset.

Asthma No Yes _____ Diabetes No Yes _____

Heart Condition No Yes _____

Epilepsy/Seizures No Yes _____

Bleeding Disorder No Yes _____

Chronic Respiratory Problems No Yes Chronic Ear Infections

No Yes _____

Head Injuries/Concussions No Yes

Bowel/Bladder Problems No Yes _____

Digestive Disorders No Yes _____

Kidney Disease No Yes _____

Mental/Emotional Concerns No Yes Vision/Hearing/Mobility

Concern No Yes _____ Glasses: Y/N

Is there anything more about your child's health that you think is important for us to know?

Parent Signature _____

Date _____

Digital Equity Survey

Student Name: _____ **Grade:** _____

Question:	Internet in Residence
Is there internet access in the residence?	Yes-Internet Access in Residence
	No-Not Available
	No-Not Affordable
	No-Other
Question:	Internet Access
What is the primary type of internet service used at the residence?	Residential Broadband (DSL, Cable)
	Cellular Network
	School Provided Hot Spot
	Satellite
	Dial-Up
	Other
	None
	Community Provided WiFi
Unknown	
Question:	Internet Performance
Can the student stream videos without interruption?	Yes-No Issues
	Yes-But Not Consistent
	No
Question:	Device Access
Is the primary learning device a personal device or school-provided?	Personal-Dedicated (one person per machine)
	Personal-Shared (sharing among others in the household)
	School Provided-Dedicated
	School Provided-Shared
	None
Question:	Device Type

What device does this student most often use to complete online learning at home?		Desktop
		Tablet
		Chromebook
		Smartphone
		Other
		None
		Laptop

****Required Form**

I have received a received and reviewed a copy of the 2023-24 ELC handbook:

Signature

Date

Student Name(s) enrolled at ELC



StudentsStudent Discipline

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. 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 school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the 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:

- a. 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.
- b. 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.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, 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.
- d. 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. The Principal shall document their

- attempt to make a reasonable effort to hold a conference with the parent or guardian.
- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty 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.
 3. Expulsion:
 - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled 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 an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
 - b. 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 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. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative

programs for expelled students in order to complete classwork or homework.

- c. 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.
- d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. 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.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
- g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any

Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

- h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.
- i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.
- h-j. _____

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
 - a. 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
 - b. 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.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but

are not 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.

- B. 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.
- C. 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 a 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. Engaging in 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 delivery systems, 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.
12. A 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 riding school buses or vehicles.
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.
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 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 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 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.

For purposes of this policy, 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.

D. 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 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.
 - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
 - 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).

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration.

h.

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. 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 misrepresenting 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):

(i) 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.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or

information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

- (iii) 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.
 - (iv) 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.
 - (v) Misrepresenting 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):
- i) 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.
 - (ii) 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.
 - (iii) 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.

(iv) 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.

(v) 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:

(a) 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.

(b) 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 in 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 when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense 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 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.

3. Electronic Devices

a. — Philosophy and Purpose. The District 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, lap top 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, unclashed female breasts, or unclashed 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) — Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. — Possession and Use of Electronic Devices.

(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, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). 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 lap top 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.

~~_____~~ (3) 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.

(4) ~~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.

e. ~~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.

Cell Phones/Personal Electronic Devices

Philosophy and Purpose. The District prohibits students from using their cell phones and other personal electronic devices during the school day. Cell phones and personal electronic devices are disruptive to the educational process. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of cell phone and personal electronic devices, the District hereby establishes the following rules and regulations governing student use of cell phones and personal electronic devices, and procedures to address student misuse of their cell phone and personal electronic devices.

Students are allowed to bring their cell phones and personal electronic devices to school, however all devices must be stored in a student’s academic school locker and must be turned off during school hours. The school is not responsible for any lost, stolen, or damaged cell phones and personal electronic devices. Students may not store their devices in their Athletic/Physical Education lockers. Students may not use their devices during the school day (8:00-3:35) unless they have permission from a school administrator. During the school day, the only electronic devices that may be used by a student are the school issued electronic devices. In case of an emergency, a student will be allowed to use their phone in the office.

Violations of the cell phone/personal electronic device policy will be dealt with in the following manner:

First violation - The device will be confiscated by the staff member, and given to the principal. The student will be able to pick-up their device after school, after a conference with the principal.

Second violation - The device will be confiscated by the staff member and given to the principal. On the second offense, a parent will be contacted and the parent will be required to pick-up the device from the principal.

Third violation - The device will be confiscated by the staff member and given to the principal. The student will serve a One-day In School Suspension (ISS), and the parent will be required to pick-up the device from the principal. The device will remain in the principal's office until the parent picks up the device from school (even if the parent cannot come to school that day).

Further violations of this policy, and/or an unwillingness to turn in the device when requested by a staff member will be considered insubordination, and will be dealt with accordingly per handbook policy that could lead up to a short or long term suspension or expulsion.

Coaches and sponsors may develop their own expectations in addition to these rules for team activities, such as bus trips, practices, camps, and so forth.

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.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

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.

- E. 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:
1. 1st Offense: Student will be confronted and directed to cease.
 2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
 3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
- 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.
- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. 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 drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. 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.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. 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.
11. 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.
12. Snow handling is prohibited.

G. Law Violations

1. 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.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the

principal or other school official shall 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, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296
LB 43 (2024)

Date of Adoption: July 10, 2023

WAYNE JR/SR HIGH SCHOOL

STUDENT-PARENT

HANDBOOK

2024-2025



Wayne Jr./Sr. High School
611 West 7th Street
Wayne, Nebraska 68787-1715
402-375-3150

Wayne Community Schools
Wayne, Nebraska
August, 2024

Dear Student and Parent or Guardian:

Nebraska State Law requires that each school district develop rules and regulations regarding Student Conduct, Students’ Rights and Responsibilities, Harassment Policy, Student Fees Policy, and Student’s Rights and Responsibilities in Extracurricular Activities, and distribute copies to students and parents. The attached rules and regulations are in effect for the 2023-2024 school year. The entire Jr./Sr. High handbook has been shared with students/parents online. This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Wayne Jr./Sr. High School. 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. We request that you return the Acknowledgment Sheet for our files. If you have any questions regarding the attached material or the shared online handbook, please feel free to contact a building administrator.

Mr. Russ Plager, High School Principal Mr. David Wragge, Jr. High Principal

* * * * *

The family of _____ (print student’s name) received and had an opportunity to read the Rules and Regulations for Student Conduct and Students’ Rights and Responsibilities, Harassment Policy, Student Fees Policy, Acceptable Use of Computers and Networks Policy (see appendix I-L), and Student’s Rights and Responsibilities in Extracurricular Activities for the students in Wayne Community Schools. We understand that each student is responsible for becoming familiar with the handbook and policies at Wayne Community Schools.

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

* * * * *

More than four (4) miles from school: Yes _____ No _____

Lunch Hour Driving

Grades 7-9

Campus will be closed to all students in grades 7-9.

Grades 10-12

With permission from parents, students in grades 10-12 will have an open campus over the noon hour. If you, as a parent or guardian, agree to the following stipulations, please sign and date below. I (parent name) _____ do agree to let my son/daughter leave the campus by driving or walking to go to a location of their choosing over the lunch period. I understand that only four students may ride together, and I am willing to let my son/daughter ride with or drive with another student. I realize that keeping this privilege is dependent on good student behavior, good leadership, safety, and appropriate use of the privilege. I also understand that this privilege may be revoked by administration at any time.

If you **DO NOT** want your son/daughter to have open campus, please **DO NOT** sign below. If left blank, campus will be closed for your son/daughter.

Parent/Guardian Signature

Date

License Plate #

Student Signature

Date

****No driving/walking passes or Chromebooks will be distributed until ALL handbook pages have been signed by the student and parent.****

EMERGENCY INFORMATION – 2024-2025

Student Name (print) _____

Circle One: Male

Student Cell Phone: _____

Female

Address: _____ City: _____ Zip: _____

Date of Birth ____/____/____ Grade Student will be in 2023-2024 _____

Primary Contact/Relationship: _____

Home Address: _____ Phone: _____(H)

Phone: _____(W) Phone: _____(Cell)

E-Mail Address: _____

Emergency Contact 1: _____ Relationship: _____

Home Address: _____ Phone: _____(H)

Phone: _____(W) Phone: _____(Cell)

Emergency Contact 2: _____ Relationship: _____

Phone: _____(H) Phone: _____(W/Cell)

List any allergies or special conditions you may have: _____

Medications or other information an emergency responder, coach or sponsor should be aware of:

Date of Last Tetanus: _____ Blood Type: _____

Do you wear glasses or contacts? (Circle which one or ____ No)

Hospitals and doctors want to make sure appropriate treatment is given to athletes. It is recommended that they have information from the front and back of insurance cards to assist them in providing cost effective and appropriate care.

Student's Physician: _____ Phone: _____

Student's Dentist: _____ Phone: _____

Name of Insurance Company: _____ Policy

Number: _____ Name & ID# of Card Holder:

_____ **If you do not carry insurance, please request either an envelope to purchase sport insurance or an insurance waiver from the school.

Date: _____ X _____

(Signature of Parent/Guardian)

Wayne Jr./Sr. High School “Student Pledge” for Chromebook Use

1. Before the Chromebook is issued to me, I will return ALL the required paperwork from the student planner and pay the non-refundable \$25.00 fee*. I understand this fee covers normal wear-and-tear, so I may have to pay for additional repairs due to negligence or replace the device if it is lost or stolen.
2. I will be prepared by bringing a charged Chromebook to class daily.
3. I will use my Chromebook in ways that are responsible, safe, appropriate, and educational.
 - I will not loan it to other individuals.
 - I will protect my Chromebook by keeping food and liquids away and carrying it in the case provided.
 - I understand that inappropriate content found on the device is subject to disciplinary action.
4. I will not disassemble any part of my Chromebook or attempt any external repairs or internal modifications.
5. I will not deface the Wayne High School Chromebook or case. Stickers are not allowed unless directed by a teacher. I understand that I will be required to remove such decorations and possibly pay appropriate fees for damage done to the Chromebook by such decorations.
6. I understand that my Chromebook is subject to inspection at any time, without notice, and remains the property of the Wayne Public School District.
7. I understand I may need to file a police report in cases of theft or vandalism.
8. I agree to return the Chromebook, case, and power cord in good working condition or pay the appropriate fees.
9. If I borrow a Chromebook from the library, I agree to return it by the end of eighth period each day. I understand that if repairs are needed, the appropriate fee will be assessed.

I understand that this is a school owned device intended for educational purposes. I agree to the expectations stated in this document:

Student Name (Please Print): _____ **Grade** _____

Student Signature: _____ **Date:** _____

Parent Name (Please Print): _____

Parent Signature: _____ **Date:** _____

* _____ **Check here if you receive free or reduced lunch, so you don't need to pay the deposit.**

Sharing Information with Other Programs – Optional

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify.

For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.

- Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application with the Guidance Office for help with Drivers Education fee (based on available funding).
- Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application for the purpose of playing a school instrument in the Band Program (if there is one available) at Wayne Community Schools.
- Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application with the Guidance Office for the purpose of applying for scholarships and/or waiving testing fees (if applicable).
- Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application with the Technology Department for the purpose of waiving the user fee for a Chrome Book.

If you checked “yes” to any or all of the boxes above, complete the following form to ensure that your information is shared for the child(ren) listed below. Your information will be shared only with the programs you checked.

Child’s Name: _____ School: _____

Child’s Name: _____ School: _____

Child’s Name: _____ School: _____

Child’s Name: _____ School: _____

Signature of Parent/Guardian: _____

Date: _____

Printed Name: _____

Address: _____

For more information, you may call the school office at 402-375-3150.
Please return this form to: Wayne Community Schools, 611 West Seventh Street, Wayne, NE 68787 by
September 1

**Escuelas Comunitarias de Wayne
Wayne, Nebraska
Agosto, 2024**

Estimado Estudiante y Padre o Tutor:

La Ley Estatal de Nebraska requiere que cada distrito escolar desarrolle reglas y regulaciones con respecto a Conducta del Estudiante, Derechos y Responsabilidades del Estudiante, Política de Acoso, Política de Tarifas del Estudiante y Derechos y Responsabilidades del Estudiante en Actividades Extracurriculares, y distribuya copias a los estudiantes y padres. Las reglas y regulaciones adjuntas están vigentes para el año escolar 2022-2023. Todo el manual ha sido compartido con estudiantes y padres en línea. Este manual está destinado a ser utilizado por los estudiantes, los padres' y el personal como una guía de las reglas, regulaciones e información general sobre Wayne Jr./Sr. Escuela secundaria. Aunque la información que se encuentra en este manual es detallada y específica sobre muchos temas, el manual no pretende abarcar todo para cubrir cada situación y circunstancia que pueda surgir durante cualquier día escolar o año escolar. Este manual no crea un "contrato". La administración se reserva el derecho de tomar decisiones y hacer revisiones a las reglas en cualquier momento para implementar el programa educativo y asegurar el bienestar de todos los estudiantes. Le solicitamos que devuelva la hoja de admitir de recibo, para nuestros archivos. Si tiene alguna pregunta sobre el material adjunto, no dude en ponerse en contacto con un administrador del edificio

Mr. Russ Plager, H.S. Principal

Mr. David Wragge, Jr. High Principal

* * * * *

La familia de _____ (imprime el nombre del estudiante) recibió y tuvo la oportunidad de leer las Reglas y Regulaciones para la Conducta Estudiantil y los Derechos y Responsabilidades de los Estudiantes, Política de Acoso, Política de Tarifas Estudiantiles y Derechos y Responsabilidades del Estudiante en Actividades Extracurriculares para los estudiantes en las Escuelas Comunitarias de Wayne. Entendemos que cada estudiante es responsable de familiarizarse con el manual y conocer la información contenida en él. Firma del

Padre/Tutor: _____

Firma del Estudiante: _____

Fecha: _____

* * * * *

A mas de cuatro (4) millas de la escuela: Si _____ No _____

Manejar fuera en la hora de almuerzo

Grados 7-9

El campus estará cerrado para todos los estudiantes en grados 7-9.

Grados 10-11

Con el permiso de los padres, los estudiantes del grado 10-12 tendrán un campus abierto durante el mediodía. Si usted, como padre o tutor, acepta las siguientes estipulaciones, firme y coloque la fecha a continuación. yo (nombre de los padres)

_____ doy permiso para que mi hijo/hija salga del campus manejando o caminando para ir a un lugar de su elección durante el período de almuerzo. Entiendo que solo dos estudiantes pueden viajar juntos y estoy dispuesto a dejar que mi hijo/a viaje o maneje con otro alumno. Me doy cuenta de que mantener este privilegio depende del buen comportamiento de los estudiantes, del buen liderazgo, de la seguridad y del uso apropiado del privilegio. También entiendo que este privilegio puede ser revocado por la administración en cualquier momento.

Firma de Padre/Guardian

Fecha

Firma del Estudiante

Fecha

No se distribuirán pases para conducir / caminar o Chrome Books hasta que TODAS las páginas del manual hayan sido firmadas por el alumno y el padre.

INFORMACIÓN DE EMERGENCIA – 2024-2025

Nombre del Estudiante _____ Curcule uno: Masculino
Numero de Celular del Estudiante: _____ Femenina

Direccion: _____ Ciudad: _____Codigo: _____

Fecha de Nacimiento ___/___/___ Grado en 2023-2024 _____

Contacto Principal/Relacion: _____

Direccion de Casa: _____ Telefono: _____(Casa)

Telefono: _____(T) Telefono: _____(Cel)

Correo Electronico: _____

Contacto/Emergencia 1: _____ Relacion: _____

Direccion: _____ Tele: _____(C)

Dia: _____(T) Tele.: _____(Cel)

Contacto/Emergencia 2: _____ Relacion: _____

Tele.: _____(C) Tele.: _____(T/Cel)

Haga una lista de las alergias o condiciones especiales que pueda tener:

Medicamentos u otra informacion que un respondedor de emergencia, entrenador o patrocinador debe tener en cuenta: _____

Fecha de la ultima vacuna de tetanos: _____ Tipo de sangre: _____

Usas lentes o lentes de contacto? (Circula cual o _____ No)

Los hospitales y los médicos quieren asegurarse de que se brinde el tratamiento adecuado a los atletas. Se recomienda que tengan información del anverso y reverso de las tarjetas de seguro para ayudarlas a proporcionar una atención efectiva y apropiada.

Medico del Estudiante: _____ Telefono: _____

Dentista del Estudiante: _____ Telefono: _____

Nombre de la compañía de seguro: _____

Numero de poliza: _____

Nombre y numero del titular de la targeta: _____

**Si no tiene seguro, solicite un sobre para comprar un seguro deportivo o una exención de seguro de la escuela.

Fecha: _____ X _____

(Firma de Padre/Guardian)

Wayne Jr./Sr. High School
“Compromiso de Alumno” Para el Uso del
Chromebook

1. Antes de que se me entregue el Chromebook, devolveré TODO la documentación requerida del planificador estudiantil y pagar la tarifa no reembolsable de \$25.00 *. yo entiendo que esta tarifa cubre el desgaste normal, por lo que podría tener que pagar por reparaciones adicionales debido a negligencia o reemplazar el dispositivo si se pierde o es robado.
2. Estaré preparado al traer un Chromebook cargado a la clase todos los días.
3. Usaré mi Chromebook de manera responsable, segura, apropiada y educativo.
 - No lo prestaré a otras personas.
 - Protegeré mi Chromebook manteniendo los alimentos y líquidos alejados y llevándolo en el estuche provisto.
 - Entiendo que el contenido inapropiado que se encuentra en el dispositivo está sujeto a medidas disciplinarias.
4. No desarmare ninguna parte de mi Chromebook ni intentaré ninguna función externa reparaciones o modificaciones internas.
5. No desfiguraré el Chromebook o la funda de Wayne High School. Stickers no son permitidos a menos que lo indique un maestro. Entiendo que se me pedirá q e elimine dichas decoraciones y posiblemente pague las tarifas correspondientes por daños causados al Chromebook por dichas decoraciones.
6. Entiendo que mi Chromebook está sujeto a inspección en cualquier momento, sin previo aviso, y sigue siendo propiedad del Distrito de Escuelas Públicas de Wayne.
7. Entiendo que es posible que deba presentar un informe policial en casos de robo o vandalismo.
8. Acepto devolver el Chromebook, el estuche y el cable de carga en buena condicion de funcionamiento o pagar las tarifas apropiadas.
9. Si tomo prestado un Chromebook de la biblioteca, acepto devolverlo al final de octavo período cada día. Entiendo que si se necesitan reparaciones, se cobrará la tarifa correspondiente.

Entiendo que este es un dispositivo de propiedad de la escuela destinado a fines propósitos educativos. Estoy de acuerdo con las expectativas establecidas en este documento:

Nombre del Estudiante: _____ **Grado** _____

Firma del Estudiante: _____ **Fecha:** _____

Nombre de Padres: _____

Firma de Padres: _____ **Fecha:** _____

* _____ **Marque aquí si recibe almuerzo gratis o reducido, para que no Necesite pagar el depósito.**

Compartir información con otros programas – Opcional

Estimado Padre / Tutor:

Para ahorrarle tiempo y esfuerzo, la información que proporcionó en su Solicitud de Comidas Escolares Gratuitas o de Precio Reducido se puede compartir con otros programas para los cuales su hijo/a pueda calificar.

Para los siguientes programas, debemos tener su permiso para compartir su información. Enviar de esta forma no cambiará si sus hijos reciben comidas gratis oa precio reducido.

¡Sí! QUIERO que los oficiales de la escuela compartan información de mi Solicitud de Comidas Escolares para ayuda con la tarifa de Educacion de Conducir (segun los fondos disponibles).

¡Sí! QUIERO que los oficiales de la escuela compartan información de mi Solicitud de Comidas Escolares Gratis o Precio Reducido con el propósito de tocar un instrumento escolar en el Programa de Banda (si hay uno disponible) en las Escuelas Comunitarias de Wayne.

¡Sí! QUIERO que los oficiales de la escuela compartan información de mi Solicitud de Comidas Escolares Gratis o de Precio Reducido con la Oficina de Orientación con el propósito de solicitar becas y / o exonerar las tarifas de las pruebas (si corresponde).

¡Sí! QUIERO que los oficiales de la escuela compartan información de mi Solicitud de Comidas Escolares Gratis o de Precio Reducido con el Departamento de Tecnología con el propósito de eliminar la tarifa del usuario de un Libro Chrome.

Si marcó "sí" en alguno de los recuadros anteriores, complete el siguiente formulario para asegurarse de que su información se comparta con el / los niño / s que se detallan a continuación. Su información será compartida solo con los programas que marcó.

Nombre de estudiante: _____ Escuela: _____

Nombre de estudiante: _____ Escuela: _____

Nombre de estudiante: _____ Escuela: _____

Nombre de estudiante: _____ Escuela: _____

Firma de Padre/Guardian: _____

Fecha: _____

Nombre impreso: _____

Dirección: _____

Para mas informacion, puede llamar a la oficina de la escuela al 402-375-3150. Por favor devuelva este formulario a: Wayne Community Schools, 611 West Seventh Street, Wayne, NE 68787 by September 1

STUDENT - PARENT HANDBOOK OF WAYNE JR/SR HIGH SCHOOL 2024-2025

TABLE OF CONTENTS

Foreword

		Page
Section 1	Intent of Handbook	2
Section 2	Members of the Board of Education	2
Section 3	Administrative Staff	2
Section 4	Teaching Staff	3
Section 5	Support Staff	4
Section 6	School Calendar	4
Section 7	District Expectations/Character Traits/K-12 Rights and Responsibilities	4

Article 1 - Mission and Goals

		Page
Section 1	School Mission/Vision Statements	6
Section 2	Goals and Objectives	6
Section 3	Mutual Respect	7
Section 4	Complaint Procedures	7

Article 2 - School Day

		Page
Section 1	Daily Schedule	8
Section 2	Severe Weather and School Cancellations	8
Section 3	Open-Closed Campus	9
Section 4	School Meals	9
Section 5	Supervision Responsibility Before/After School	10
Section 6	Emergency Evacuation Lockout and Lockdown	11
Section 7	Wayne Community Schools Emergency Response Plan Managing Student Release to Parents	11

Article 3 - Use of Building and Grounds

		Page
Section 1	Visitors	13

Section 2	Smoke-Free Environment	13
Section 3	Care of School Property	13
Section 4	Lockers/Book Bags	13
Section 5	Searches of Lockers and Other Types of Searches	13
Section 6	Video Surveillance	14
Section 7	Use of Telephone	14
Section 8	Bicycles	14
Section 9	Student Valuables	14
Section 10	Lost and Found	15
Section 11	Accidents	15
Section 12	Laboratory Safety Glasses	15
Section 13	Insurance	15
Section 14	Bulletins and Announcements	16
Section 15	Copyright and Fair Use Policy	16

Article 4 – Attendance

		Page
Section 1	Attendance Policy	16
Section 2	Attendance and Absences	16
Section 3	Absence Procedures	18
Section 4	Make-up Work	18
Section 5	Attendance is Required to Participate in Activities	19
Section 6	Truancy	19

Article 5 - Scholastic Achievement

		Page
Section 1	Grading System	20
Section 2	Graduation Requirements	20
Section 3	Promotion and Retention	21
Section 4	Schedule Changes	21
Section 5	Interim Reports	21
Section 6	Report Cards	21
Section 7	Parent-Teacher Conferences	22
Section 8	Honor Roll	22
Section 9	Determining Valedictorian and Salutatorian	22
Section 10	National Honor Society	23
Section 11	Academic Integrity	24
Section 12	College Classes (High School Only)	26

Article 6 - Support Services

		Page
Section 1	Special Education Services	26
Section 2	Students with Disabilities: Section 504	27
Section 3	Guidance Services	27

Section 4	Health Services	27
Section 5	Transportation Services	30

Article 7 - Drugs, Alcohol and Tobacco

		Page
Section 1	Drug-Free Schools	32
Section 2	Education and Prevention	32
Section 3	Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco	32

Article 8 - Student Rights, Conduct, Rules and Regulations

		Page
Section 1	Purpose of Student Conduct Rules	34
Section 2	Forms of School Discipline	34
	<ul style="list-style-type: none"> ●Short-Term Suspensions ●Long-Term Suspensions ●Expulsions ●Other Forms of Student Discipline 	
Section 3	Student Conduct Expectations	37
	<ul style="list-style-type: none"> ●Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment ●Additional Student Conduct Expectations and Grounds for Discipline ●Student Appearance Policy ●Electronic Devices ●Harassment and Bullying Policy ●Inappropriate Public Displays of Affection ●Specific Rule Items ●Network, E-Mail, Internet and Other Computer Use Rules ●Risks of Social Networking 	
Section 4	Reporting Student Law Violations	50

Article 9 - Extracurricular Activities - Rights, Conduct, Rules and Regulations

		Page
Section 1	Extracurricular Activity Philosophy	52
Section 2	Extracurricular Activity Code of Conduct	53
Section 3	Attendance	59
Section 4	Academic Standards/Eligibility	60
Section 5	Extracurricular Activities	60
Section 6	“Team Selection” and “Playing Time”	64
Section 7	School Dances	64
Section 8	Relationships Between Parents and Coaches/Sponsors	67
Section 9	Good Sportsmanship—Behavior Expectations of Spectators	69
Section 10	Student Fees Policy	69

Article 10 - State and Federal Programs

		Page
Section 1	Notice of Nondiscrimination	74
Section 2	Designation of Coordinator(s)	74
Section 3	Anti-discrimination & Harassment Policy	75
Section 4	Multicultural Policy	76
Section 5	Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973	77
Section 6	Notification of Rights Under FERPA	77
Section 7	Notice Concerning Disclosure of Student Recruiting Information	79
Section 8	Notice for Parents of Students in Programs Receiving Title I Funding	80
Section 9	Student Privacy Protection Policy	80
Section 10	Parental Involvement	83
Section 11	Homeless Students Policy	84
Section 12	Pregnant and Parenting Students	85
Section 13	Business Operations	87

Appendix

Appendix A	School Calendar	88
Appendix B	Bell Schedules	A-C
Appendix C	Senior Privilege – Open Periods Application	D
Appendix D	Foreign Study – Wayne High School Guidelines and Requirements	E
Appendix E	Criteria for Early Entrance Into High School Academic Program(s)	F
Appendix F	Home School Educated Students - Admittance	G-H
Appendix G	Internet Safety and Acceptable Use Policy	I-L
Appendix H	Attending School Events/Medical Treatment/Publicity Notification	M-N

Principals' Message

Dear Parents and Students of Wayne Jr./Sr. High School,

Welcome to the 2024-2025 school year. We are excited and honored to serve as the principals of Wayne Jr./Sr. High School! All teachers and staff are excited to start a new year, and we are ready to continue the process of creating exceptional and effective learning opportunities while creating numerous memories. Together, with your support, input, and cooperation, we can offer the best possible programs and opportunities.

This handbook should serve as a source of information and will guide you throughout the year. All students and parents should become thoroughly acquainted with the contents of this handbook. It contains general information and explains the rules and regulations of our school. These rules and regulations are not intended as a means of restricting your rights or freedom, but to ensure that the best possible educational experience is available to all students through supporting you in your efforts to learn and exhibit those which are appropriate.

Success is dependent on us working together as a team. If we work together, nothing can prevent us from being a top-performing school that provides outstanding educational opportunities for every student, every day and being a source of pride for and an asset to our community. If we work together, nothing can prevent us from preparing all students to pursue their goals for the future. Have a great and safe year at Wayne Jr./Sr. High School!

School is most effective when built on collaboration between the parents, students, and staff.

Sincerely,

Mr. Russ Plager, Sr. High School Principal
Mr. David Wragge, Jr. High School Principal

**Wayne Jr./Sr. School Student-Parent Handbook
2024-2025 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
Jodi Pulfer, President	jopulfe1@waynebluedevils.org
Jaime Manz, Vice President	jamanz1@waynebluedevils.org
Deb Daum, Secretary/Treasurer	dedaum1@waynebluedevils.org
Jeryl Nelson	jenelso1@waynebluedevils.org
Sylvia Ruhl	syruhl1@waynebluedevils.org
Justin Davis	judavis1@waynebluedevils.org
Lynn Junck	lyjunck1@waynebluedevils.org

Section 3 Administrative Staff

Name	Position	School	Contact Information
Mark Lenihan	Superintendent		malenih1@waynebluedevils.org 402-375-3150
Russ Plager	Principal	Wayne High School	ruplage1@waynebluedevils.org 402-375-3150

David Wragge	Principal/Activities Director	Wayne Junior High School	dawragg1@waynebluedevils.org 402-375-3150
Misty Bearir	Special Education Director	Early Learning Center	mibeair1@waynebluedevils.org 402-8331450

Section 4 Teaching Staff - Wayne Jr./Sr. High School

Name	Department
Tracy Anderson	Vocal Music
Terry Bearir	Physical Education
Jeanne Brink	Science
Anthony Cantrell	Industrial Technology
Molly D'Agosta	ELL
Diana Davis	Business Education
Jacob Daum	Special Education
Hayden DeLano	Social Sciences
Brendan Dorcey	Social Sciences
Christa Dutcher	Spanish
Michaela Fehringer	Math
Lauren Gilliland	Math
Suzy Hasenkamp	Science
Kara Heithold	Speech Therapist
Adam Hoffman	Math
Amy Jackson	Art
Josh Johnson	Social Sciences
Derek Jueden	Industrial Technology

Name	Department
Rachel Kerby	School Psychologist
Jewel Kneifl	School Counselor
Kiley Koch	Business/Spanish
Grace Longe	English
Kristine Muir	English
Makenna Nelson	English
Julie Osnes	Library/Media
Toni Rasmussen	Ag Education/FFA
Morgan Reynolds	Math
Vicki Smith	Science
Dwayne Spieker	English
Alina Surber	Family & Consumer Science
Rob Sweetland	Physical Education
Terran Sievers	Science
Jason Trautman	English
Alex Wieland	Instrumental Music
Abby Wragge	Nurse

Section 5 Support Staff

Name	Position
Deb Daum	Superintendent Assistant
Pam Anderson	High School Assistant
Lori Dickes	Junior High/Athletic Assistant
Jenny Hopkins	School Counselor Assistant
	Business Manager
Diane Peters	Assistant Bookkeeper
Judy Poehlman	Food Service Manager
Ben Promes	Technology Director
Jordan Widner	Director of Maintenance

Section 6 School Calendar

See 2024-2025 School year calendar attached hereto on Page 89.

Section 7 District Expectations/Character Traits/K-12 Rights and Responsibilities

District Expectations

Character Traits

<p>BE RESPONSIBLE/ BE PREPARED</p>	<ul style="list-style-type: none"> • Be on time • Be ready to learn • Have assignments complete and ready to hand in • Have needed tools—pencils, colors, etc.
<p>BE RESPECTFUL</p>	<ul style="list-style-type: none"> • To self • To others • To property
<p>BE SAFE/DO THE RIGHT THING</p>	<ul style="list-style-type: none"> • Enter room quietly and get right to work • Follow instructions the first time • Complete work • Listen, participate, and cooperate • Keep hands, feet, and materials to self • Take responsibility for your own learning and actions

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

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 plan.
- 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 1 – Mission and Goals

Section 1 School Mission/Vision Statement/Value Statements

The Mission of Wayne Community Schools – “Wayne Community Schools is committed to the success of all students and the development of independent lifelong learners.”

The Vision of Wayne Community Schools - “Learning for Life, Every Student, Every Day.”

Wayne Community Schools’ Value Statements - Wayne Community Schools values...

W – Working in Partnerships

C – Committing/Commitment to Excellences

S – Success in Life

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

Article 1 - Philosophy, Goals, Objectives

- 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 insure accountability to the local community.
 11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
 12. A welcoming environment for parents and the community.

Section 3 Mutual Respect

The 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.

Article 1 - Philosophy, Goals, Objectives

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.

Article 2 – School Day

Section 1 Daily Schedule – Jr/Sr High School

Regular school hours are 8:00 a.m. to 4:00 p.m. with students attending classes from 8:05 a.m. to 3:35 p.m.

See Appendix B-D for specific bell schedules

Section 2 Severe Weather and School Cancellations

The superintendent may close public schools in case of severe weather. Representatives of the superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by 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.**

Article 2 – School Day

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 Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Section 3 Open-Closed Campus

All students are required to remain on campus during the school day, with the exception of 10th-12th grade who are allowed to leave campus during lunch with written parent permission.

Grades 7-9: Campus will be closed to all students in grades 7-9.

Grades 10-12: In order to drive or walk off campus during the lunch period, a student must have parental/ guardian and administrative permission. The student may walk or drive to a location of their choosing over the lunch period. If permission is given, the student must get a permit from the office. There can only be up to four students in a vehicle. Any student abusing the privilege will lose it and/or be subject to disciplinary actions. Students that choose to walk must be within 5 blocks of the school.

Section 4– School Meals

School meals may be purchased each day by Jr./Sr. High School students. 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. Students may deposit money in their meal accounts between the times of 7:30 and 8:05 a.m., and between first and second period. Families can also deposit money in their meal account utilizing the online Wordware program. Students who bring sack lunches are to eat in the Commons. 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.*

The USDA Policy 94-77 state: “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 serve

Article 2 – School Day

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 <http://schools.waynene.org>, press the Technology button on the left side. Once there, press the Lunch Program button on the site.

Section 5 Supervision Responsibility Before/After School

Arrival at School/Dismissal from School

Students are expected to arrive at school no more than 30 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students will not be permitted to enter earlier unless the principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas. Early morning practices or club meetings may take place and will be under the supervision of the coach/sponsor.

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

If a child is being signed out by a parent or guardian, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

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

Supervision at Dismissal

Article 2 – School Day

Students are expected to leave school within 10 minutes of the end of the day, unless they are participating in an extracurricular 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 6 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 7 Wayne Community Schools Emergency Response Plan Managing Student Release to Parents/Guardians

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. Students must pay all fines before they can receive school publications and final grades.

Section 4 Lockers/Book Bags

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with the combination lock on the 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.

Book bags are to be used to carry books and school supplies to and from school. Book bags will be permitted in classrooms only by teacher permission. Book bags should never be stored on the floor outside a classroom, in front of a locker or in the lunch room during lunch hours.

Section 5 Searches of Lockers and Other Types of Searches

When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

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

Article 3 – Use of Building and Grounds

The following procedures will be used for conducting searches:

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 rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
5. 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.
6. Searches of the District’s computer system may be conducted in the discretion of the administration at any time.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable. A personal safety or security device (such as a taser, mace or pepper spray) not previously approved by the Administration constitutes a “dangerous weapon.”
2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

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.

Article 3 – Use of Building and Grounds

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 Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 9 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 10 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 11 Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

Section 12 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.

Article 3 – Use of Building and Grounds

Section 13 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 14 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.

Section 15 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 16 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. 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 17 Behavioral Points of Contact

The District maintains a registry of local mental health and counseling resources, including those resource services that can be accessed by families and individuals outside of school. To gain more information about these resources, parents and/or students should contact their building principal. This information, as well as the District’s behavioral points of contact, are also listed on the District’s website.

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.

The district will maintain an accurate record of 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. Each student must bring a signed note from a parent/guardian to be readmitted to class. 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. **(including physical or mental illness)**
 - c. Doctor or dental appointment which require student to be absent from school.
 - 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. Family trips in which student accompanies parent(s)/legal guardian(s).
 - g. 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.

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

Consequence for Tardy.

1. 1st tardy – Warning
2. 2nd tardy – Seminar – fill out seminar sheet/parent email or phone call from teacher
3. 3rd tardy – Seminar – fill out seminar sheet/parent phone call from teacher
4. 4th tardy – Office Referral
5. Every three tardies counts as an absence.

Consequence for Skipping Seminar.

- a. Skipped seminar - warning and reschedule seminar (Fill out seminar sheet)
- b. Skipped rescheduled seminar – Office referral

If a student is more than 15 minutes late to a class, it will be counted as an absence.

If a student goes home sick throughout the day, they should not attend any school activities the remainder of the day or evening.

Students in ISS/OSS may not attend, practice, or participate in any extracurricular activity on the day(s) of the suspension.

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.

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.

Appeal for Credit. Students must appeal for credit after having more than ten (10) non-school related absences per semester. The student appeals to the Appeal for Credit Committee. The committee is made up of department chairs. Students will have three to four minutes to explain why they missed school. This committee and each student's teachers will decide if credit is granted or denied. Failure to appeal for credit may result in automatic loss of credit.

Article 4 – Attendance

College Visits. Juniors and Seniors are allowed to make two college visits per year. These should be planned in advance and pre-make-up slips should be completed before the student leaves. These two absences will be classified as school activities and shall not be counted against the ten-day maximum.

Section 3 Absence Procedures

A student will not be allowed to enter class after an 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. A conditional admit slip, good for two (2) days, may be issued to allow time to bring an excuse, in case no excuse has been provided upon returning to school. Work must be made up within the time allowed on the admit slip.

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.

Any student absent from school for two days or more may call the principal's office (before 10:00 a.m. of the second day) and pick up assignments after 3:35. As a general rule each teacher determines the amount of time given to make up work following absence from school. It is recommended that work be made up in a 7-10 day period. Assignment sheets will be sent only for extended absences such as chicken pox, hospitalization, or other prolonged illnesses. If parents or students have concerns prior to the two (2) days, they are encouraged to contact individual teachers.

Section 5 Attendance is Required to Participate in Activities

All extracurricular participants must be in attendance at school the immediate ½ day school is in session prior to the contest or practice (exceptions may be made for extenuating circumstances, such as doctor/dentist appointments, funerals, or family emergencies). Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A “school activity” includes athletic contests, practices and dances. Failure to attend will result in a student being withheld from participation in the activity. Before school practices require a student's attendance immediately following the before school practice. A student failing to report to classes following a before school practice will incur an unexcused absence. All participants must be in school during the a.m. following a weeknight activity to attend practice that day. Students who miss on Friday afternoon may be eligible for Saturday extracurricular activities.

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

Article 4 – Attendance

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 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) excused/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 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. **Illness (including physical or mental illness) that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.**

Article 5 – Scholastic Achievement

Section 1 Grading System

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

A	4.0	95-100		C	2.0	78-81
A-	3.7	93-94		C-	1.7	75-77
B+	3.3	90-92		D+	1.3	72-74
B	3.0	87-89		D	1.0	68-71
B-	2.7	85-86		D-	.7	65-67
C+	2.3	82-84		F	0	Below 65

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

Section 2 Graduation Requirements

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

To be eligible for graduation from Wayne High School, a student must have earned a minimum of 225 semester hours credit in grades 9 through 12 inclusive. A minimum of 40 earned semester hours credits must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

Satisfactory completion of the following courses must be presented in the candidate’s record:

English	40 semester hours
Social Sciences	30 semester hours
Science	30 semester hours
Math	30 semester hours
P.E. and Health	10 semester hours
Fine Arts	10 semester hours
Computer Science & Technology	5 semester hours
Personal Finance	5 semester hours
Electives	65 Semester hours
Total	225 Semester hours

Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (1) the student’s parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

Article 5 – Scholastic Achievement

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

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

Section 3 Promotion and Retention

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

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the student's parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

Failing Class Protocol – If students fail a class, it is our standard procedure for students to retake the failed class in person the following school year. Exceptions can be made for students on 504s, IEP, or at the principal's discretion to regain credits via online.

7th and 8th Grades – All student must pass all core classes during the school year to advance to the next grade level. If they do not pass a core class by the end of the school year, they will be required to take that class over the summer using an online course option.

Section 4 Schedule Changes/Course Withdrawals

This is done first semester within the first week of classes. Second semester changes are made during the two weeks prior to the start of second semester.

Students needing schedule changes should notify the principal. Schedule changes must be initiated by the teachers involved, the principal or counselor, and the student's parent. Final approval of all schedule changes will be made by the principal only.

Article 5 – Scholastic Achievement

Course Withdrawals - A student may withdraw from a class during the first or third school quarters if they are enrolled in a full schedule of classes (i.e. eight during an eight-period day) and have parental and school approval. No official grade or credits will be issued. Withdrawal from a course beyond the change of schedule time period (one week each semester) for students enrolled in less than a full schedule of classes (seven or fewer), will result in a failing semester grade being placed on the transcript and no credits issued. Any student withdrawing from a class during second quarter or fourth quarter will be issued a failing semester grade and no credits. In all cases, approval to withdraw from a course must be given by parents and school officials.

Section 5 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 6 Report Cards

Report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

Section 7 Parent-Teacher Conferences

Parent-teacher conferences will be held towards the end of the 1st quarter of school. 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 one or more teachers as needed.

Section 8 Honor Roll

Students are eligible for selection to the honor roll by earning a grade point average (GPA) of 3.00 and above, with no grade of D+ or lower.

Grades will be totaled according to the scale and divided by the total courses scheduled to determine his/her status for Honor Roll. All courses a student takes are used to determine Honor Roll with the exception of Flags and Driver Education. All above requirements are invalid should a student not be scheduled for a minimum of four (4) class periods per quarter. Honor Roll will be tabulated on a quarterly (9 week) basis by the School Counselor and is released to the news media as early as possible. Semester grades are not used for Honor Roll purposes, but they are calculated to determine GPA. All grades, with the exception of Flags and Driver's Education, are calculated in the GPA.

Article 5 – Scholastic Achievement

Section 9 Determining Valedictorian and Salutatorian

Valedictorian will be the senior who has the highest cumulative class percentage. If two students are tied for Valedictorian, their highest ACT scores shall be used to break the tie. If there is a tie for Valedictorian, there will be no Salutatorian. If a tie exists for Salutatorian, the student's highest ACT scores will be used to break the tie.

Section 10 National Honor Society

The National Honor Society chapter of Wayne Community School is a duly chartered and affiliated chapter of this prestigious national organization.

The Wayne High School chapter is a chartered member of the national organization sponsored by the National Association of Secondary School Principals. Standards for selection are established by the national office. The purpose is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of Wayne High School. By joining the Society, the member needs to understand he/she is subjecting him/herself to a higher standard of behavior. Admission is an honor given to students. It is not a right and is not something which can be earned. It is intended to be an award to recognize the combination of outstanding scholarship, character, leadership, and service. Neither student, faculty members, nor parents are permitted to take the initiative by lobbying for admission of a particular student. Those who qualify will be considered, and those elected will be "tapped" for membership. The formal process begins during the last semester of the junior year when students with a grade point average of 3.5 and above are invited to complete the Student Activity Form. An example can be found on the school website. This form serves as a record of the student's honors, leadership experiences, and participation in school activities and community service. A committee reviews the forms and selects students for membership.

Probationary candidates are introduced at the spring Honors Convocation and inducted at a formal ceremony in the fall. Once inducted, new members are expected to maintain the same (or higher) level of performance in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings and participation in the chapter service project(s). The faculty council follows the rules of due process for members whose conduct is questionable. The member may be sanctioned or removed for breaking civil laws, school policies, or training rules.

Section 11 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.

Article 5 – Scholastic Achievement

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 formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

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

- (4) Use of Other 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 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

Article 5 – Scholastic Achievement

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) False 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

Article 5 – Scholastic Achievement

such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.

2. Report to Parents and Administration. The instructor will notify the principal of the offense and the instructor or principal will notify the student's parents or guardian.
3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

Section 12 College Classes (High School Only)

A student who has completed 110 semester hours of high school work may apply for admission to certain Wayne State College classes. Admission should not interfere with the requirements for high school graduation, and the student must be enrolled for no less than 20 hours per semester. College classes may not be taken in lieu of any requirements for graduation from high school. High school credit cannot be awarded to a student for completion of college course work. Students enrolling in college classes should register for more than one class or register for a lab class to allow for daily attendance. All fees for college courses are at student expense. Federal financial aid is not available prior to high school graduation. Information regarding application for admission, which college classes are open to high school students, tuition fees, testing procedures, etc., are available in the guidance office.

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

Article 6 – Support Services

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 Education 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

Article 6 – Support Services

substantially limits one or more major life activity, 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 school 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°F., vomiting, diarrhea, unexplained rashes, pink eye, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

The student must be fever free without medication for 24 hours before returning to school. They must also stay out of school 24 hours from last episode of vomiting or diarrhea.

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

Guidelines for Administering Medication

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

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to no more than a 30 day supply.

The administration of prescription and/or non-prescription (over-the-counter) medications by school personnel is subject to the following conditions:

Article 6 – Support Services

1. For the safety of all children, 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. Prescription 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 any occasionally used 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 Kindergarten through fourth grade, as well as children in seventh and tenth grades are screened for vision, hearing, dental defects, height and weight. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

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.

Article 6 – Support Services

**Summary of the School Immunization Rules and Regulations
For 2022-2023 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 4th 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.

Article 6 – Support Services

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

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

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

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.
- II. Special Conduct Rules for Riding School Buses.**
 - A. Rules for Getting On and Off the Bus**
 1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
 2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.

Article 6 – Support Services

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, electronic nicotine delivery systems, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

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

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

Article 7 – Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Section 2 Education and Prevention

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

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

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

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

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of federal law, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's 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 or electronic nicotine delivery systems that includes e-cigarettes and vaping products.

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

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

Intervention

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

Administration

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

Article 8 – Student Conduct Rules

Section 1 Purpose of Student Conduct Rules

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

Section 2 Forms of School Discipline

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

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
2. Other violations of rules and standards of behavior adopted by the 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, but not more than 48 hours, 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. The principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
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. Pursuant to the Nebraska Student Discipline Act, 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 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. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.
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 offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. 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.

7. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.
8. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.
9. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

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, detentions, 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, electronic nicotine delivery systems 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, electronic nicotine delivery systems, 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. 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. For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). In the event that 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 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.
 - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer (we will use Rule of Thumb as a measure device).
 - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, electronic nicotine delivery systems 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.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration.

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

c. Possession and Use of Electronic Devices.

(1) **Philosophy and Purpose.** The District prohibits students from using their cell phones and other personal electronic devices during the school day. Cell phones and personal electronic devices are disruptive to the educational process. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of cell phone and personal electronic devices, the District hereby establishes the following rules and regulations governing student use of cell phones and personal electronic devices, and procedures to address student misuse of their cell phone and personal electronic devices.

Students are allowed to bring their cell phones and personal electronic devices to school, however all devices must be stored in a student’s academic school locker and must be turned off during school hours. The school is not responsible for any lost, stolen, or damaged cell phones and personal electronic devices. Students may not store their devices in their Athletic/Physical Education lockers. Students may not use their devices during the school day (8:00-3:35) unless they have permission from a school administrator. During the school day, the only electronic devices that may be used by a student are the school issued electronic devices. In case of an emergency, a student will be allowed to use their phone in the office.

Violations of the cell phone/personal electronic device policy will be dealt with in the following manner:

First violation - The device will be confiscated by the staff member, and given to the principal. The student will be able to pick-up their device after school, after a conference with the principal.

Second violation - The device will be confiscated by the staff member and given to the principal. On the second offense, a parent will be contacted and the parent will be required to pick-up the device from the principal.

Third violation - The device will be confiscated by the staff member and given to the principal. The student will serve a One-day In School Suspension (ISS), and the parent will be required to pick-up the device from the principal. The device will remain in the principal's office until the parent picks up the device from school (even if the parent cannot come to school that day).

Further violations of this policy, and/or an unwillingness to turn in the device when requested by a staff member will be considered insubordination, and will be dealt with accordingly per handbook policy that could lead up to a short or long term suspension or expulsion.

Coaches and sponsors may develop their own expectations in addition to these rules for team activities, such as bus trips, practices, camps, and so forth.

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.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

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.

~~(i) High School—Students are not permitted to possess or use any electronic devices during class 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. Teachers have the right to ask all students in the classroom to put their cellphone in a cell phone storage unit during the class period.~~
~~(ii) 7th/8th—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 class period; including voice usage, digital imaging, or text messaging. Cell phones are to remain in the students' lockers.~~

~~(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student 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 lap top 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 teacher and a conference between the student and teacher. The electronic device shall remain in the possession of the teacher until such time as the student personally comes to the teacher 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 school 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.~~

~~(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 and a conference between the student and his/her parent/guardian and the school 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.~~

~~(iv) Fourth 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, 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 occurring 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) Initiations, Hazing, Secret Clubs and Outside Organizations

- (a) Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

- (b) Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.
- (c) Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

- (d) Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.
- (5) 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.
- (6) 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 Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
 - 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.

(7) 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 insure 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 e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- (ix) Other rules may be established by the network administrators or teachers from time to time.

(d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating 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.

(8) 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:

- 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).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. Avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger.

We urge all students to 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 – Extracurricular Activities - Rights, Conduct, Rules and Regulations

Section 1 Extracurricular Activity Philosophy

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

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

Safety

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

Warning for Participants and Parents

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

Section 2 Extracurricular Activity Code of Conduct

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

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

Scope of the Code of Conduct.

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

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

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

When: The Code of Conduct rules apply to conduct which occurs at any time during the year, starting June 1 and ending May 31, whether or not the student is a participant in an activity at the time of such conduct. Violations of the code of conduct carry over from year to year in junior high and again in High school starting June 1st of the year they will be entering.

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

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

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

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

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

This Code of Conduct, and all school, coach, and sponsor level codes of conduct for extracurricular activities, are to be interpreted in accordance with free speech rights. Using social media sites, even while not on school grounds or at a school activity, to engage in conduct or speech that constitutes bullying, harassment, threats, advocates or depicts illegal activity (e.g., illegal drug use, alcohol use, or sexual activity), or causes a substantial disruption to school activities (or is reasonably forecast to create a substantial disruption) may result in discipline, including suspension or removal from the team or the activity, subject to free speech rights. These activities are to be reported to school administration. Consequences will be determined by coaches, sponsors and/or administration.

Drug and Alcohol Violations.

Meaning of Terms.

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

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

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

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

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

Consequences.

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

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

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

Drugs, Alcohol, Tobacco, and Criminal Violations.

An activity participant who violates the drug, alcohol, tobacco (including electronic nicotine delivery systems) and criminal violation rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

Athletic and Activity participation is defined as all extracurricular activities that are governed under the guidelines set by the Nebraska School Activities Association.

Non-NSAA Activities are defined as school related extracurricular activities not governed by the Nebraska School Activities Association. The administration will recommend exclusion from all activities using the following guidelines:

1. First Violation:
 - a. Non-self reported – 30 calendar days or 3 NSAA events. The more severe of the two options will be enforced. Non-NSAA activities shall miss the next 30 calendar days of school activities.
 - b. Self-reported (within 48 hours of incident) – 21 calendar days or 3 NSAA events. The more severe of the two options will be enforced. Non-seasonal activities shall miss the next 21 calendar days of school activities.
2. Second Offense:
 - a. Non-self reported – 60 calendar days or 6 NSAA events. The more severe of the two options will be enforced. Non-NSAA activities shall miss the next 60 calendar days of school activities.
 - b. Self-reported (within 48 hours of incident) – 42 calendar days or 6 NSAA events. The more severe of the two options will be enforced. Non-NSAA activities shall miss the next 42 calendar days of school activities.
 - i. Successful completion of a treatment program at the expense of the student’s family the consequence is 40 calendar days.
3. Third Offense
 - a. Non-self reported – One full calendar year to date.
 - b. Self-reported (within 48 hours of incident) – six calendar months to date and successful completion of a treatment program at the expense of the student’s family.
4. Fourth Offense
 - a. Remainder of high school career.

Reduction for Participation in Chemical Dependency Program: The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall

be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

When Suspensions Begin. All suspensions begin after the determination by school officials of the sanction to be imposed. Calendar days are considered between the first fall practice date established by NSAA and the final NSAA spring championship. Summer dates will only be included if a school event is scheduled and the student is a participant. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

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

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

Self-Reporting. A student who violates the Code of Conduct must self-report. A failure to self report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process. The self report must be made within 48 hours of the incident.

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

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

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

that a violation has occurred.

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

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

- iii. Upon conclusion of the hearing, a written decision will be rendered within five (5) school days (ten (10) calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
 - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures.
 6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the school’s attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four (4) or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance at school the immediate one-half day school is in session prior to the contest or practice.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments, funeral or family emergencies. The exception must be approved by the Principal or Athletic Director. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Eligibility criteria for part-time students is governed by Policy 5004, NSAA bylaws, and state law.

Section 4 Academic Standards/Eligibility

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

1. Be enrolled in at least 20 credit hours in the semester of participation at Wayne Jr./Sr. High School.
2. A student who is not performing at **70% in three or more classes** at weekly reporting times will be ineligible to participate in extracurricular activity contests or performances for one week after progress reporting time. The student will remain ineligible until they meet the criteria.
3. Academic requirements do not apply to: (A) Instructional field trips which are a part of the scheduled course learning experience; or (B) Activities or events which are a part of the student's grade requirements.
4. Exempt/home school students only: Wayne Jr./Sr. High will follow the NSAA bylaw 2.5.1: Exempt or home school students from authorized Rule 13 schools must be continuously enrolled in a minimum of ten credit hours of instruction per semester at the school the student represents in interscholastic competition.

Eligibility criteria for part-time students is governed by Policy 5004, NSAA bylaws, and state law.

All extracurricular participants must be in attendance at school the immediate ½ day school is in session prior to the contest or practice. Before school practices require a student's attendance immediately following the before school practice. A student failing to report to classes following a before school practice will incur an unexcused absence. All participants must be in school during the a.m. following a weeknight activity to attend practice that day. Students who miss on Friday afternoon may be eligible for Saturday extracurricular activities.

All persons participating in athletics, cheer or dance squad must be examined by a physician prior to practice or participation in any sport. A doctor's examination card and a parental permission slip must be filed with the coach before the opening day of practice. Students must be covered by athletic insurance or must sign an insurance waiver to free the school of liability due to injury, etc.

Section 5 Extracurricular Activities Athletics

The athletic program is designed to build character, a sense of sportsmanship and fair play and athletic skills. Inter-school competition on the varsity level is held in football, girls and boys golf, girls and boys cross-country, girls and boys basketball, girls and boys track, volleyball, wrestling, baseball, softball and girls and boys bowling.

Cheerleading

Auditions are held at the end of each school year. The group performs at Wayne High athletic events to promote school spirit. Participants will be held accountable under the same NSAA and school regulations as apply to all extracurricular participants.

Dramatics

The Drama Club is open to qualified students who desire to participate in drama productions. Traditionally, one-act plays have been performed.

Family, Career and Community Leaders of America (FCCLA)

is a national career and technical student organization for young men and women in Family and

Consumer Sciences education. FCCLA members make a difference in their families, careers, and communities by addressing important personal, work, and societal issues through Family and Consumer Sciences education. Chapter projects focus on a variety of youth concerns, including teen pregnancy, parenting, family relationships, substance abuse, peer pressure, environment, nutrition and fitness, teen violence, and career exploration. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life -- planning, goal setting, problem solving, decision making, and interpersonal communication -- necessary in the home and workplace. By focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through: character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation. FCCLA is open to all students in grades 7-12 who have taken at least one FCS course during their school experience. There is a separate junior high and senior high chapter. (FCCLA, 2019)

Future Business Leaders of America (FBLA)

Future Business Leaders of America (FBLA) is a national association of more than 250,000 intermediate, high school and post-secondary students interested in becoming more successful in the business world. Membership in FBLA helps you learn about business and what will be expected of you in the workplace. You discover the secret of being able to talk confidently with prospective employers, and experience chances to test your business skills at state and national competitions. Through FBLA, you learn to lead and participate in group discussion, preside at meetings and conferences, work within committees, and engage in practical decision-making and problem solving. There is much satisfaction in belonging to a group that is not afraid to have fun as it prepares for the world after school. Open to students from grades 9 through 12. You do not have to be in a business class to join the organization.

Spanish Club

Membership is open to any student enrolled in a Spanish class, or to any student who has previously taken Spanish. The purpose of this club is to develop further interest in the Spanish languages and culture.

Instrumental Music

The instrumental music department offers the student an opportunity to develop in all phases of musicianship. Opportunities are offered in instrumental technique and music appreciation through performance ensemble and solo work. A varsity band, jazz band, and cadet band are offered to students who qualify.

National Honor Society

The Wayne High School chapter is a chartered member of the national organization sponsored by the National Association of Secondary School Principals. Standards for selection are established by the national office. The purpose is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of Wayne High School. By joining the Society, the member needs to understand he/she is subjecting him/herself to a higher standard of behavior. Admission is an honor given to students. It is not a right and is not something which can be earned. It is intended to be an award to recognize the combination of outstanding scholarship, character, leadership, and service. Neither student, faculty members, nor

parents are permitted to take the initiative by lobbying for admission of a particular student. Those who qualify will be considered, and those elected will be “tapped” for membership. The formal process begins during the last semester of the junior year when students with a grade point average of 3.5 and above are invited to complete the Student Activity Form. An example can be found on the school website. This form serves as a record of the student’s honors, leadership experiences, and participation in school activities and community service. A committee reviews the forms and selects students for membership. Probationary candidates are introduced at the spring Honors Convocation and inducted at a formal ceremony in the fall. Once inducted, new members are expected to maintain the same (or higher) level of performance in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings and participation in the chapter service project(s). The faculty council follows the rules of due process for members whose conduct is questionable. The member may be sanctioned or removed for breaking civil laws, school policies, or training rules.

Speech Club

Speech Club is open to those students who wish to improve skills of speaking, interpretation, oral reading, persuasion, and formal debate. Entries in invitationals and district speech contests are generally in the spring. NSAA rules of eligibility apply.

Student Council

The Student Council provides an important communications link between the student body and the administration of the school. Membership on the Council is composed of students elected by their class or organization. Eligibility for membership includes doing satisfactory work in at least four (4) classes weekly. A president and vice-president serve as officers of the Council, and meet regularly with the sponsor and/or principal to discuss school problems, changes, improvements, or the likes and dislikes of students. Students who have questions or recommendations about the general welfare of the student body should address these concerns to their representatives on the Council, who will in turn proceed in a democratic manner to answer or resolve the issues presented.

Vocal Music

Varsity Choir provides an opportunity for students who enjoy singing. Vocal ensembles are also formed each year. Jazz Choir is open to selected individuals and meets before school.

W Club

The W Club is an organization for any student interested in athletics. The purpose of this club is to promote good sportsmanship, fair play, and leadership through competition.

Yearbook Staff

Students, during a scheduled class period, under the supervision of the faculty advisor produce the high school yearbook. The purpose of the yearbook is fourfold: to be a memory book; to tell a complete history of one year of school life; to give some worthwhile training and experience to the student staff members; and to build good will for the school by providing a picture of the school's comprehensive program. The staff is organized into the areas of editorial, business, and photography, and does all of the organizing, writing, selling, typing, photographing, developing, and printing of pictures. Students interested in this activity can begin working on the staff as soon as they enroll in high school. Staff applications are taken each spring; enrollment is limited.

Social Activities

All student parties, dances, or other social activities must be planned by a recognized student club or organization under the sponsorship of a certified employee of the school district. Such activities must be approved by the principal or superintendent and placed on the master calendar of school activities prior to the event (preferably at least 5 school days). Faculty sponsors must be in attendance at the event, and parent sponsorship is desirable. School facilities must be used, except when otherwise approved by the superintendent. The sponsoring club or organization assumes responsibility for proper care of school facilities and is liable for damages. Facilities used must be properly cleaned and returned to good order immediately following the event. Admittance to such affairs is limited to the membership of the sponsoring group, except that a sponsoring group may invite the membership of one or more other school clubs or organizations. Exception is made for the invitation of non-students to an all-school dance. A Wayne High student may invite a non-student date to an all-school dance provided they are in 9th grade or above, and under 21 years of age, and the date's name is registered in the sponsor's office by the end of the school day prior to the dance. The above social activities must be scheduled to terminate no later than 10:00 p.m. on school-week evenings or no later than 11:00 p.m. on Friday and 12:00 a.m. on Saturday evenings. Exceptions include the Homecoming Dance and Junior/Senior Prom. No social activities may be scheduled on Sundays or holidays.

Power Drive

Power Drive provides students the opportunity to design and create a one-person electric vehicle. These vehicles will compete against other high schools' vehicles in endurance, braking, maneuverability, design, and documentation. Power Drive is open to all high school students. The National FFA Organization

The National FFA Organization

is an intracurricular student organization for those interested in agriculture and leadership. It is one of the three components of agriculture education - FFA, classroom/lab instruction, and Supervised Agriculture Experience (SAE). The letters FFA stand for Future Farmers of America, but in 1988 it was changed to The National FFA Organization in order to reflect the diversity and new opportunities available in agriculture. FFA is not only for those in production agriculture, but welcomes members who aspire to become doctors, teachers, scientists, business owners, and more. FFA members compete, gain skills, learn more about opportunities in agriculture, communicate their ideas, and expand their professional network. FFA is open to students 9-12 and members must be enrolled in at least one semester of ag class in order to be an FFA member.

Section 6 “Team Selection” and “Playing Time”

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

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of

high ideals and appropriate values, which shall include good citizenship in the school and in the community.

2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 7 School Dances

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

General Rules of Student Conduct at Dances. In addition to all rules of student conduct in the Student Handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Wayne Community Schools and their guests may attend.
 - a. Students currently attending Wayne High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Wayne High School or their own school are generally considered appropriate dates or invited guests.
 - b. Persons who are younger than 16 or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
 - c. Some school dances may be restricted to students attending specified grade levels at Wayne Community Schools. For any dances at the middle school level, only students attending Wayne Community Schools in the grade(s) for which the dance is being held may attend.
 - d. Students who have been suspended from school or from extracurricular activities may not attend.
 - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
 - f. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
 - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco (including electronic nicotine delivery systems) are prohibited. Anyone using prohibited substances or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

Eligibility for Selection as Royalty. Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:

1. Achievement, Citizenship and Conduct Qualifications:
 - a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
 - b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
 - c. The student must have a cumulative grade average of a B or its equivalent.
 - d. The student must not have had excessive violations of school policies and procedures during their high school career.
 - e. The student may not, within 24 months of the dance, have engaged in criminal violations involving: (i) alcohol, drugs or tobacco (including electronic nicotine delivery systems); (ii) driving law violation in which the penalty is a loss of four (4) points or more under the point system; (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or (iv) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
2. Royalty Candidate Eligibility and Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by

a committee appointed by the Principal for each dance at which royalty is to be selected (“Royalty Candidate Eligibility and Selection Committee”). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors.

3. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student’s eligibility for the honor of being nominated for or awarded dance royalty.
4. Specific Dance Eligibility and Selection Requirements:
 - a. Homecoming Queen & King:
 - Only a senior girl shall be eligible to be queen and only a senior boy shall be eligible to be King.
 - To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
 - The queen and king will be chosen from the qualified nominees by secret vote of the 9-12 student body during Homecoming week. Crowning will be held at the fall sports event deemed to have the largest attendance.
 - b. Prom King and Queen:
 - Only a senior girl shall be eligible to be queen and a senior boy shall be eligible to be king. The candidates may not have been previously selected as royalty at another school sponsored dance.
 - To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.
 - The queen and king will be chosen from the qualified nominees by secret vote of the junior and senior class.

Section 8 Relationships Between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

Parents’ Role in Interscholastic Athletics and Other Extracurricular Activities

Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two (2) different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Communicating with the Coach

- Communication you should expect from your child's coach includes:
 - Philosophy of the coach
 - Expectations the coach has for your child
 - Locations and times of all practices and contests
 - Team requirements
 - Procedure should your child be injured
 - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
 - Concerns expressed directly to the coach
 - Notification of any schedule conflicts well in advance
 - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
 - The treatment of your child, mentally and physically
 - Ways to help your child improve
 - Concerns about your child's behavior
 - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's

participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.

- Issues not appropriate to discuss with coaches:
 - Playing time
 - Team strategy
 - Play calling
 - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
 - Call to set up an appointment with the coach
 - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
 - Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
 - At this meeting, an appropriate next step can be determined, if necessary.

Section 9 Good Sportsmanship—Behavior Expectations of Spectators

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

Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

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

13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

Section 10 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 guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

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

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

(v) Parking. Students may be 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 (1) copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) 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.

(9) 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.

(10) 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.

(11) 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.

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination

The Wayne Community Schools does not discriminate on the basis of sex, disability, race e (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, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 Designation of Coordinators

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

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Tucker Hight, High School Principal

Title IX	Discrimination or harassment based on sex; gender equity	Misty Beair, 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	Misty Beair, Special Education Director
Homeless student laws	Children who are homeless	Misty Beair, Special Education Director
Safe and Drug Free Schools and Communities	Safe and drug free schools	Russ Plager, 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 Wayne Community Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students.

Purpose: 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 or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Wayne Community Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's 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, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's 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, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

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

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

Sexual harassment may exist when:

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

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

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

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

Complaint and Grievance Procedures:

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

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

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

Section 4 Multicultural Policy

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

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

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the superintendent.)
11. File a local grievance.

Section 6 Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support 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,
2. student's current grade,
3. student's extracurricular participation,
4. student's achievement awards or honors,
5. student's weight and height if a member of an athletic team;

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 Military Recruiters

The district will provide military recruiters with access to routine directory information of each high school student, unless the student's parent or guardian requests in writing that their student's information not be shared with a military recruiter. Parents and guardians who do not want their

student's information to be shared with a military recruiter must notify the high school principal in writing. If a parent or guardian does not notify the high school principal in writing, the district will provide a military recruiter with the student's routine directory information.

Section 8 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 9 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 place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not 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 10 Parental Involvement

A. General - Parental/Community Involvement in Schools:

Wayne Community Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the district’s policy to foster and facilitate, to the extent appropriate and in their primary language, parental information

about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

Section 11 Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the district's policy and practice to ensure that homeless children are not stigmatized or segregated by the district on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel;

(2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with 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.

Section 12 Pregnant and Parenting Students

Wayne Community Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other

students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step-three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

Policy Dissemination

This policy will be available at the beginning of each school year on the district's website and will be incorporated into the student handbook.

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.

WAYNE COMMUNITY SCHOOLS | 2024-2025 CALENDAR



Wednesday 2:00 dismissals are for teacher development.

Days off for weather and state tournaments may be made up if necessary.

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2: Teacher Work Day
6: School Resumes
8: 2:00 Dismissal
15: 2:00 Dismissal
22: 2:00 Dismissal
29: 2:00 Dismissal
31: **NO SCHOOL** - PK-6 P/T Conferences 7-12 In Session

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8: All-Staff Training Day
12-13: Teacher Inservice
12: Open House 5:00-7:00
14: First Day of School – Noon Dismissal
15: First Full Day of School
19: First Day of ELC-PK4
21: 2:00 Dismissal
28: 2:00 Dismissal

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

5: 2:00 Dismissal
12: 2:00 Dismissal
19: 2:00 Dismissal
21: **NO SCHOOL** – Winter Break
26: 2:00 Dismissal

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2: **NO SCHOOL** - Labor Day
4: 2:00 Dismissal
11: 2:00 Dismissal
18: 2:00 Dismissal
23: P/T Conferences – 2:00 Dismissal
25: P/T Conferences – 2:00 Dismissal
27: **NO SCHOOL** – P/T Conferences

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5: 2:00 Dismissal
13: 2:00 Dismissal – End of Q3
14: **NO SCHOOL** – Spring Break
19: 2:00 Dismissal
26: 2:00 Dismissal

OCTOBER 2024						
S	M	T	W	Th	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2: 2:00 Dismissal
9: 2:00 Dismissal
16: 2:00 Dismissal - End of Q1
17: **NO SCHOOL** – Teacher Inservice
18: **NO SCHOOL** – Fall Break
23: 2:00 Dismissal
30: 2:00 Dismissal

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2: 2:00 Dismissal
9: 2:00 Dismissal
16: 2:00 Dismissal
18: **NO SCHOOL** – Easter Break
21: **NO SCHOOL** – Easter Break
23: 2:00 Dismissal
30: 2:00 Dismissal

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

6: 2:00 Dismissal
13: 2:00 Dismissal
20: 2:00 Dismissal
27-29: Thanksgiving Break

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7: 2:00 Dismissal
14: 2:00 Dismissal
17: Graduation
20: Tentative Last Day of School

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4: 2:00 Dismissal
11: 2:00 Dismissal
20: 2:00 Dismissal - End of Q2/S1
22-26: 5-day NSAA Moratorium
23-1/3: Christmas Break

WCS Moratorium – July 22-30
NO ACTIVITIES, CAMPS, or WEIGHTS

Quarter 1 – 44 days
 Quarter 2 – 42 days
 Quarter 3 – 48 days
 Quarter 4 – 45 days

The final day of school will be determined at the April 2025 Board of Education meeting.

179 – Student Days
 186 – Teacher Days

Regular Schedule

8:00 First Bell

1st Period	8:04 - 8:54
2nd Period	8:57 - 9:47
3rd Period	9:50 - 10:40
4th Period	10:43 - 11:33

Senior High - 5th Period 11:36 - 12:56

1st Lunch - 11:33 - 12:03

5th Class - 12:06 - 12:56

2nd Lunch - 12:26 - 12:56

5th Class - 11:36 - 12:26

Junior High - 5th Period 11:36 - 12:56

5th Class - 11:36 - 11:53

Lunch - 11:53 - 12:23

5th Class - 12:26 - 12:56

6th Period 12:59 - 1:49

7th Period 1:52 - 2:42

8th Period 2:45 - 3:35

2:00 DISMISSAL +Advisory Period

8:00 First Bell

1st Period	8:05 - 8:40
2nd Period	8:43 - 9:18
3rd Period	9:21 - 9:56
4th Period	9:59-10:34
Advisory Period	10:37-10:55

Senior High - 5th Period 10:58 - 11:33

6th Period 11:36 - 12:44

1st Lunch 11:33 - 12:03

Class - 12:06 - 12:44

2nd Lunch 12:14 - 12:44

Class - 11:36 - 12:14

Junior High - 5th Period 10:58 - 12:03

Lunch - 10:55 - 11:25

Class - 11:28 - 12:03

6th Period 12:06 - 12:44

7th Period 12:47 - 1:22

8th Period 1:25 - 2:00

Pep Rally Schedule

8:00 First Bell

1st Period	8:04 - 8:50
2nd Period	8:53 - 9:39
3rd Period	9:42 - 10:28
4th Period	10:31 - 11:17

Senior High - 5th Period 11:20 - 12:40
1st Lunch - 11:17 - 11:47
5th Class - 11:50 - 12:40

2nd Lunch - 12:10 - 12:40
5th Class - 11:20 - 12:10

Junior High - 5th Period 11:20 - 12:40
5th Class - 11:20 - 11:37
Lunch - 11:37 - 12:07
5th Class - 12:10 - 12:40

6th Period	12:43 - 1:29
7th Period	1:32 - 2:18
8th Period	2:21 - 3:07
Pep Rally	3:10 - 3:35

2:00 DISMISSAL

8:00 First Bell

1st Period	8:05 - 8:42
2nd Period	8:45 - 9:22
3rd Period	9:25 - 10:02
4th Period	10:05 - 10:42

Senior High - 5th Period 10:45 - 11:22
6th Period 11:25 - 12:41
1st Lunch 11:22 - 11:52
Class - 11:55 - 12:41

2nd Lunch 12:11 - 12:41
Class - 11:25 - 12:11

Junior High - 5th Period 10:45 - 12:00
Class - 10:45 - 10:55
Lunch - 10:55 - 11:25
Class - 11:28 - 12:00

6th Period	12:03 - 12:41
7th Period	12:44 - 1:21
8th Period	1:24 - 2:00

Schedule for 10:00 Start

10:00 First Bell

1st Period 10:04 – 10:37

2nd Period 10:40 – 11:13

3rd Period 11:16 – 11:49

Senior High - 4th Period 11:52 – 1:09

1st Lunch - 11:49 - 12:19

Class 12:22 - 1:09

2nd Lunch - 12:38-1:09

Class 11:52 - 12:38

5th Period 1:12 – 1:46

Junior High – 5th Period 11:52-12:25

Class – 11:52-12:10

Lunch – 12:10-12:40

Class – 12:43-1:09

4th Period 1:12 - 1:46

6th Period 1:49 – 2:23

7th Period 2:26 – 2:59

8th Period 3:02 – 3:35



Wayne High School Senior Privilege - Open Periods Program Application

The senior privilege open periods will apply only to seniors who are on schedule to graduate within eight semesters (225 credit hours, including all required classes).

No special courses will be scheduled or arranged to enable students to participate in the release program.

The following criteria and activity limitations govern those who participate in the senior privilege open periods:

1. Participation in this opportunity is a privilege and any student may be removed based on disciplinary actions at the discretion of the administration.
2. The student must be in the position to graduate without complications as determined by the guidance counselor.
4. The senior release application must be signed by the student, approved by the parent/guardian and given final approval by the principal based on parental approval and credit verification.
5. Classes taken must be connected with transition to/from school (beginning of day, lunch, end of day)
6. When classes are over (or before they begin), students must not be on school grounds, unless they have permission from a teacher, counselor, or administrator.
7. To be eligible for a NSAA sport or a NSAA sponsored activity, the student must be enrolled and attend four new classes each semester.
8. If at any point in the semester a student is failing a class, they will be **required to attend** Wayne High School all day, until they raise their grade(s) to passing and have reviewed their educational plan with the administrator.
9. If at any point in the semester a student has 5 or more unexcused absences or 5 or more unexcused tardies, they will be **required to attend** Wayne High School all day.
10. The student is responsible for reading the student announcements, checking their school email, and checking the guidance website for information about what is going on with activities, seminars, and school, including scholarships.

This sheet must be completed and returned to the counselor's office by April 30th . If not turned in on time, you will be enrolled for periods 1-8.

Student Name (please print)

Date of application

Student Signature

Primary Phone

Parent Signature

Date

**** I have read and understand the requirements for senior privileges status at Wayne****

FOREIGN STUDY Wayne High School Guidelines and Requirements

Wayne High School students who are considering study in a foreign country are required to meet the following:

A. Be enrolled in a certified foreign study program as recommended by the Council on Standards for International Education and Travel (C.S.I.E.T.)

B. Before beginning the enrollment process, the student should contact the building principal. Should the student plan on returning to Wayne High following their foreign study, the Nebraska School Activities Association must be contacted and forms filed by the activities director to determine eligibility status for further interscholastic competition. Student age along with intent and purpose of the foreign study are factors in determining eligibility.

C. Students will be required to enroll in all grade levels required courses while studying in a foreign country. Wayne High may accept required course credit from the foreign school provided the curriculum content is comparable. This must be documented by official transcript, course description, instructor narrative and any other specific means of determining course content.

D. Grades accumulated during the foreign study period will be calculated into the student's grade point average when and if they return to Wayne High School. This is provided the foreign grading system can be interpreted and properly converted to allow for inclusion into the calculation of grade point average. Pass/Fail grades will not be included in the calculations.

E. For purposes of completing graduation requirements, calculating G.P.A. and class rank, Wayne High School will accept the course work completed, while an exchange student in the same manner it would for any student that transfers to Wayne High School from another accredited school. Students who return from foreign study in the year of their graduation and who meet all requirements will be allowed to graduate with their class.

F. College course work is not acceptable as high school credit to meet graduation requirements. Wayne High School will accept credit earned through correspondence or extension study, provided the course has been approved by the principal in advance, and the credit earned is through an accredited institution.

Criteria for Early Entrance Into High School Academic Program(s)

A. Annual maintenance of a 96th percentile rank or higher on a standardized achievement test. The comprehensive score or individual subtest scores for reading, science, language, social studies or math may be used. If a subtest score is used to determine eligibility, the subtest must relate to the special program to which the student is being assigned.

B. Recommendation of principal, teacher, receiving teacher, counselor, and parent.

C. Demonstrated excellence in previous class work through grades and/or grade point average.

D. Staff members who work in the program shall be chosen on the basis of their interest, ability, and special training in the area.

E. Students should be nominated for early entrance only if they display a sincere desire to participate.

F. Students may be removed from the early entrance program upon: (1) student/ parent request; (2) consistent inability to maintain standards of achievement of successful completion of class work; (3) inability to maintain annual 96th percentile ranking on a standardized achievement test; (4) recommendation of all parties concerned.

G. An attempt should be made to schedule the student in both 8th grade and 9th grade classes concurrently since two completely different programs are offered (earth science and IPS).

H. Credit for completion of all high school course work will be noted on a student transcript and be computed to assist the student toward graduation. This credit will also be computed and become part of the student's high school grade point average.

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 Public 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 Public 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. Credit for work experience may be awarded but will also be subject to review.
5. Credit may be awarded for completions of extension courses at accredited institutions such as UN-L. Supervision of this coursework shall have been by an accredited staff member of the extension division awarding credits. Transcripts and/or test scores must be submitted by the extension division of the accrediting institution, following completion of all coursework. All

information then should be made available to the receiving school. Not more than 10 credit hours or 1 Carnegie unit per subject area will be accepted or transferred. This shall be inclusive of extension and home/exempt school studies.

6. 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).
7. All above procedures must be completed prior to enrollment or exempt/home school student(s).

Eligibility for Athletic Participation

B. The following shall apply in determining the eligibility for a student who has previously attended a home school, and becomes a student at a Nebraska School Activities Association (NSAA) high school.

1. The home school, which the student previously attended, must have received acknowledgment from the Nebraska State Department of Education that the school conformed to the required statutes.
2. The student must be accepted by the member and placed in a grade level that will classify the individual as a student.
3. If the student enters a member school as a 10th, 11th, or 12th grade student, he/she shall have received, or be granted, twenty semester hours of credit for the immediate preceding semester. The twenty semester hours of credit must be accepted and entered on the records of the students as partial fulfillment of the school's graduation requirements.
4. Students who were enrolled in grades 9, 10, 11 or 12 at a home school and who transfer to a member high school, shall be credited with the number of semesters of high school membership in which they were a member of the home school. These students shall not exceed eight semesters of school membership beginning with the initial enrollment in grade 9 or the equivalent of grade 9.
5. Students transferring from a home school to a member high school must meet the requirements of Article 1-R, Section 5, NSAA Bylaws, participation requirements. (See NSAA Yearbook)

Internet Safety and Acceptable Use Policy

Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of Wayne Community Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the district's computer network, the district shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the district staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the superintendent and the superintendent's designees.

5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The superintendent or the superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The district shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The district shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the superintendent or designee in writing if they do not want their child to have access. The superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.
3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The superintendent or designees may further define such rules.

e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
4. to engage in or promote violations of student conduct rules.
5. to engage in illegal activity, such as gambling.
6. in a manner contrary to copyright laws.
7. in a manner contrary to software licenses.

Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the superintendent and the superintendent's designees.

Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Attending School Events/ Medical Treatment/Publicity

Your son or daughter may attend school sponsored activities at various locations during his/her attendance at Wayne Jr./Sr. High School. Your child is still under school supervision but neither the school district nor those in charge shall be held responsible in case of an accident.

In the event an accident or injury does occur, the attending physician will proceed with any medical or minor surgical treatment, x-ray examinations and immunizations for your child.

The administration, staff, team trainer or coach will apply first aid treatment until a doctor can be contacted. In the event of serious illness, the need for major surgery, or significant accidental injury, an attempt will be made by the attending physician to contact the parent in the most expeditious way possible. If said physician is not able to communicate with the parent, the treatment necessary for the best interest of the child will be given.

Parents are obligated to pay for professional medical and/or related services; the school shall not be liable for payment of such services.

Administration, staff, coaches, trainers, and physicians will use their own judgment in securing medical aid and ambulance service in case the parents cannot be reached.

Your student may have their pictures taken and those pictures may be included in newspapers, magazines and photographic slides, can be of great benefit in enlisting support to extend special services to students. Any pictures taken of this student will be under the supervision of the teacher or administrator of the school and the use of such pictures determined and designated by them.

If you disagree with any of the above items, please contact the office for a form to fill out to opt out of the above items.

Asistir a Eventos Escolares/ Tratamiento Médico / Publicidad

Su hijo o hija puede asistir a actividades patrocinadas por la escuela en varios lugares durante su asistencia a Escuela secundaria de Wayne Jr./Sr High. Su hijo/a todavía está bajo supervisión escolar, pero ni el distrito escolar ni los encargados serán responsables en caso de accidente.

En caso de que ocurra un accidente o lesión, el médico tratante procederá con cualquier tratamiento médico o quirúrgico menor, exámenes de rayos X e inmunizaciones para su hijo/a.

La administración, el personal, el entrenador del equipo aplicarán el tratamiento de primeros auxilios hasta que se pueda contactar a un médico. En caso de enfermedad grave, la necesidad de una cirugía mayor o una lesión accidental significativa, el médico tratante intentará comunicarse con los padres de la manera más rápida posible. Si dicho médico no puede comunicarse con el padre, se le dará el tratamiento necesario para el mejor interés del estudiante.

Los padres están obligados a pagar por servicios médicos profesionales y / o relacionados; La escuela no será responsable del pago de dichos servicios.

La administración, el personal, los entrenadores y los médicos usarán su propio criterio para garantizar la asistencia médica y el servicio de ambulancia en caso de que no se pueda contactar a los padres.

Puede que a su estudiante se le tomen fotos y esas fotos pueden incluirse en periódicos, revistas y diapositivas fotográficas, pueden ser de gran beneficio para obtener apoyo para extender servicios especiales a los estudiantes. Cualquier fotografía que se tome de este estudiante estará bajo la supervisión del maestro o administrador de la escuela y el uso de dichas fotografías será determinado y designado por ellos.

Si no está de acuerdo con alguno de los artículos anteriores, comuníquese con la oficina para obtener un formulario que debe completar para optar por no recibirlos.

WAYNE COMMUNITY SCHOOLS
GUIDELINES FOR
NON-CERTIFICATED STAFF EMPLOYEE
BENEFITS
2024-2025 SCHOOL YEAR

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 School 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: Human Resource Contact, 611 West 7th Street, Wayne, NE 68787, (402) 375-3150.

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.

Attendance: It is expected the employee will work the scheduled hours for the classification/position they will fill. If an employee cannot fulfill the scheduled hours the employee's supervisor may change the assigned classification.

Classifications:

12 Month Full Time: A 12 Month Full Time employee is an employee who works 12 months of the year and 40 hours per week.

9 Month Full Time: A 9 Month Full Time employee is an employee who works 9 months of the school year when school is in session up to 40 hours per week.

Part Time: A Part Time employee works less than 12 months per year and/or less than 30 hours per week. Examples include people who work 9 months of the year (when school is in session) or those who work 12 months of the year but less than 30 hours per week. A person who works an average of less than 30 hours per week over their scheduled weeks (school year, 11 months including summer, etc...)

Vacation and Holidays for 12 Month Full Time Employees

Vacation Schedule: (Vacation days are use or lose annually to be determined on August 31st of each school year.

New employees: Earn 8 hours per month worked, and no greater than 40 hours total in their first year until August 31st.

Employees in year two-five: Receive 80 hours annually.

Employees in year 5 – 10: Receive 120 hours annually.

Employees in year 10 and beyond: Receive 160 hours annually.

Paid Holidays: 12-month Full Time Employees receive these specified paid holidays (New Year's Day, Good Friday, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day).

School Closings:

NSAA Moratorium: The school offices will be closed during the 5-day NSAA moratorium (Typically December 23 to December 27 of each year). Work schedules will be determined by the Superintendent.

The school offices will be considered open during all days other than the above-mentioned holidays and the NSAA Moratorium. 12-month Full time employees who are unable to be at work will take either paid vacation for any days missed or unpaid leave as granted by the superintendent.

Vacation and Holidays for 9 Month Full Time Employees

Vacation Schedule: 9-month full-time employees will receive 16 hours of vacation pay annually beginning September 1 of the school year. Vacation pay is use or lose annually and does not accrue.

9 Month Full Time Employees receive these specified paid holidays (New Year's Day, Good Friday, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.)

Vacation and Holidays for Part Time Employees- 20+ Hours

Paid Holidays: Part Time Employees receive these specified paid holidays during the school year (New Year's Day, Good Friday, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day).

Job Descriptions are available for all positions. **Evaluation** shall be provided each employee prior to June 1 by his or her immediate supervisor.

Job Descriptions for teachers' aids shall be developed annually by building principals and be subject to approval by the superintendent.

Vacation: Part Time Employees receive 12 hours vacation annually beginning September 1 of the school year. Vacation pay is use or lose annually and does not accrue.

12 Month Full Time Employees

Medical Insurance: The Board of Education will pay 100% the premium for employees selecting the Health Savings Plan, and Employee only coverage of the Traditional Plan (PPO). Employees who select the Traditional Health Insurance plan (PPO) beyond employee only (ES, EC, ES&C), will pay 10% of their premium. This premium shall be paid directly from the school district to the insurance carrier designated by the Board of Education in the name of the employees. Insurance coverage shall commence with the first day of the month following the employees start date.

Term Life Insurance: The district will pay the full premium of a \$30,000 term life insurance policy. This coverage is integrated with the health insurance package. An additional \$30,000 coverage may be purchased by the employee.

Income Protection: The employee is required to purchase disability insurance at their own cost. This insurance is designated to pay 60% of employee's basis monthly earnings. This program is mandatory.

Dental Insurance: A dental insurance program is offered at group rates as an addendum to the health policy. Employee only dental premiums are paid by the district. Employees may select additional coverage for children, spouse, and/or family. The additional premium cost beyond employee only will be paid by the employee. Insurance coverage shall commence with the first day of the month following the employees start date.

Leave Policies

Sick Leave: An annual temporary illness, or family emergency of 80 hours per year shall be granted to full time, 40-hour, 12-month employees.

Illness of spouse, child, father, mother, brother, sister, grandparent, applicable in-law, and extended family members. Leave for illness of any other individual is granted at the discretion of the superintendent.

Bereavement leave will reduce the accumulated sick leave by one day for each day taken. Leave for bereavement is granted per approval of the employee's supervisor and the superintendent.

Catastrophic Illness or Injury Leave is available. Refer to the Wayne Community Schools Board of Education Policy 4032

Sick leave hours accumulate to 440 for full time (40-hour, 12 month) employees

9 Month Full Time Employees

Medical Insurance: The Board of Education will pay 100% the premium for employees selecting Employee only coverage of the Health Savings Plan, and Employee only coverage of the Traditional Plan (PPO). Employees may select additional coverage for children, spouse, and/or family. The additional premium cost beyond employee only will be paid by the employee. Insurance coverage shall commence with the first day of the month following the employees start date. Employees in the 9 Month Full Time Classification must work the full amount of hours assigned by their supervisor, and no less than 35 hours per week.

Term Life Insurance: The district will pay the full premium of a \$30,000 term life insurance policy. This coverage is integrated with the health insurance package. An additional \$30,000 coverage may be purchased by the employee.

Income Protection: The employee is required to purchase disability insurance at their own cost. This insurance is designated to pay 60% of employee's basis monthly earnings. This program is mandatory.

Dental Insurance: A dental insurance program is offered at group rates as an addendum to the health policy. Employee only dental premiums are paid by the district. Employees may select additional coverage for children, spouse, and/or family. The additional

premium cost beyond employee only will be paid by the employee. Insurance coverage shall commence with the first day of the month following the employees start date.

Leave Policies

Sick Leave: An annual temporary illness or family emergency of 40 hours per year shall be granted to 9-month full time employees. Sick leave hours accumulate to 320 for full time (35+ hour, 9 month) employees.

Illness of spouse, child, father, mother, brother, sister, grandparent, applicable in-law, and extended family members. Leave for illness of any other individual is granted at the discretion of the superintendent.

Bereavement leave will reduce the accumulated sick leave by one day for each day taken. Leave for bereavement is granted per approval of the employee's supervisor and the superintendent.

Catastrophic Illness or Injury Leave is available. Refer to the Wayne Community Schools Board of Education Policy 4032

Part Time Employees

Insurance: Part time employees receive no insurance.

Leave Policies

Sick leave: An annual temporary illness, family emergency leave of 30 hours per year shall be granted to less than 30 hour and less than 12-month employees.

Part time employees will receive 3 hours sick leave with each completed month of employment.

Sick leave hours accumulate to 150 hours for part time employees.

Part time employees who work an average of less than 20 hours per week receive no sick days, vacation days, or holiday pay.

In addition to these guidelines, all employees are expected to follow the policies of the Wayne School Board. These policies may be found on the Wayne School's website:

<http://www.wayneschools.org>. They are located under the District Heading, the School Board/ Policy subheadings.

Family and Medical Leave Act

The FMLA entitles eligible employees of Wayne Community Schools to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. FMLA leave will be taken in conjunction with the employee's sick leave.

The employee must give at least 30 days' notice, or notice as soon as practical to: Human Resources at 611 West 7th street for an eligibility determination.

Application and Certificate for Payment

TO OWNER: Wayne County School District 90-0017 a/k/a Wayne Community Schools 611 W. 7th Street Wayne, NE 68787	PROJECT: 22-022 WCS Early Childhood Center & HS	APPLICATION NO: 009 PERIOD TO: May 31, 2024	Distribution to: OWNER: <input type="checkbox"/>
FROM CONTRACTOR: Hausmann Construction, Inc. 8885 Executive Woods Drive Lincoln, NE 68512	VIA ARCHITECT: Carlson West Povondra Architects 5060 Dodge Street, Suite 2001 Omaha, NE 68132	CONTRACT FOR: General Construction CONTRACT DATE: PROJECT NOS: 22-022 / /	ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703®, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$25,072,766.00
2. NET CHANGE BY CHANGE ORDERS	\$591,676.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$25,664,442.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$11,779,268.70
5. RETAINAGE:	
a. 10.00 % of Completed Work (Column D + E on G703)	\$1,146,076.47
b. 10.00 % of Stored Material (Column F on G703)	\$31,850.40
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$1,177,926.87
6. TOTAL EARNED LESS RETAINAGE	\$10,601,341.83
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$8,571,459.33
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$2,029,882.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 less Line 6) \$15,063,100.17	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$611,086.00	\$0.00
Total approved this Month	\$0.00	\$19,410.00
TOTALS	\$611,086.00	\$19,410.00
NET CHANGES by Change Order	\$591,676.00	

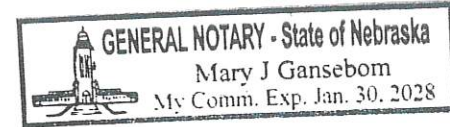
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: By: [Signature] Date: 5/29/24

State of: Nebraska
County of: Madison

Subscribed and sworn to before me this 29 day of May 2024

Notary Public: Mary J. Gauseborn
My Commission expires: 1/30/2028



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$2,029,882.50
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: [Signature] Date: 06.06.2024

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:	009
APPLICATION DATE:	May 31, 2024
PERIOD TO:	May 31, 2024
ARCHITECT'S PROJECT NO:	22-022

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)		
1	Site Access & Control	387,000.00	292,486.00	15,000.00	0.00	307,486.00	79.45%	79,514.00	0.00
2	Earthwork	227,000.00	205,280.00	0.00	0.00	205,280.00	90.43%	21,720.00	0.00
3	Utilities	452,195.00	47,658.00	167,200.00	0.00	214,858.00	47.51%	237,337.00	0.00
4	Surveying	20,280.00	18,000.00	0.00	0.00	18,000.00	88.76%	2,280.00	0.00
5	Irrigation Allowance	44,890.00	0.00	0.00	0.00	0.00	0.00%	44,890.00	0.00
6	Landscaping/Sod/Seeding	54,859.00	0.00	0.00	0.00	0.00	0.00%	54,859.00	0.00
7	Fencing & Control	18,165.00	9,800.00	5,700.00	0.00	15,500.00	85.33%	2,665.00	0.00
8	Striping	7,710.00	0.00	0.00	0.00	0.00	0.00%	7,710.00	0.00
9	Selective Demolition	270,030.00	89,400.00	91,700.00	0.00	181,100.00	67.07%	88,930.00	0.00
10	Temp Walls/Temp Flooring	328,300.00	161,523.00	26,650.00	0.00	188,173.00	57.32%	140,127.00	0.00
11	Auditorium Scaffolding Allowance	75,000.00	70,233.00	0.00	0.00	70,233.00	93.64%	4,767.00	0.00
12	Final Cleaning	41,359.00	0.00	0.00	0.00	0.00	0.00%	41,359.00	0.00
13	Concrete Foundations/Flatwork	1,217,100.00	631,290.00	38,400.00	0.00	669,690.00	55.02%	547,410.00	0.00
14	Precast Materials	1,383,870.00	1,383,870.00	0.00	0.00	1,383,870.00	100.00%	0.00	0.00
15	Grouting	58,540.00	53,100.00	2,300.00	0.00	55,400.00	94.64%	3,140.00	0.00
16	Masonry	522,000.00	0.00	0.00	0.00	0.00	0.00%	522,000.00	0.00
17	Structural Steel Supply	622,400.00	601,740.00	5,450.00	0.00	607,190.00	97.56%	15,210.00	0.00
18	Precast/Steel Erection & Hoisting	770,280.00	655,283.00	94,300.00	0.00	749,583.00	97.31%	20,697.00	0.00
19	Glu Laminated Materials	51,905.00	51,905.00	0.00	0.00	51,905.00	100.00%	0.00	0.00
20	Wood Framing/Rough Carpentry	479,870.00	89,685.00	46,320.00	0.00	136,005.00	28.34%	343,865.00	0.00

A	B	C	D		E	F	G		H	I
			WORK COMPLETED				TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)		
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)					BALANCE TO FINISH (C - G)
21	Finish Carpentry	295,000.00	0.00	0.00	0.00	0.00	0.00%	295,000.00	0.00	
22	Millwork/Casework & Lab Casework	698,423.00	131,600.00	70,540.00	61,144.00	263,284.00	37.70%	435,139.00	0.00	
23	Roofing & Siding	899,951.00	630,713.00	180,240.00	0.00	810,953.00	90.11%	88,998.00	0.00	
24	Metal Panels	93,864.00	51,070.00	0.00	0.00	51,070.00	54.41%	42,794.00	0.00	
25	Waterproofing/Air Barriers	47,670.00	26,220.00	12,300.00	0.00	38,520.00	80.81%	9,150.00	0.00	
26	Joint Sealants/Expansion Control	136,815.00	32,000.00	38,500.00	0.00	70,500.00	51.53%	66,315.00	0.00	
27	Doors/Frames/Hardware Supply	281,329.00	27,900.00	7,200.00	0.00	35,100.00	12.48%	246,229.00	0.00	
28	Glazing	627,302.00	2,200.00	73,500.00	61,100.00	136,800.00	21.81%	490,502.00	0.00	
29	Overhead Doors	13,600.00	0.00	0.00	0.00	0.00	0.00%	13,600.00	0.00	
30	Framing & Drywall	1,155,360.00	337,650.00	85,300.00	0.00	422,950.00	36.61%	732,410.00	0.00	
31	Acoustic Ceilings & Wall Panels	502,985.00	45,000.00	0.00	0.00	45,000.00	8.95%	457,985.00	0.00	
32	Flooring & Tile	656,776.00	68,383.00	0.00	58,770.00	127,153.00	19.36%	529,623.00	0.00	
33	Painting & Wallcoverings	328,743.00	0.00	32,600.00	0.00	32,600.00	9.92%	296,143.00	0.00	
34	Division 10 Materials Supply	123,940.00	0.00	0.00	0.00	0.00	0.00%	123,940.00	0.00	
35	Lockers	118,300.00	0.00	0.00	16,950.00	16,950.00	14.33%	101,350.00	0.00	
36	Gym/Lab Equipment	93,984.00	0.00	5,500.00	0.00	5,500.00	5.85%	88,484.00	0.00	
37	Auditorium Equipment/Seating & Music Equipment	198,094.00	17,600.00	0.00	0.00	17,600.00	8.88%	180,494.00	0.00	
38	Window Treatments	18,500.00	0.00	0.00	0.00	0.00	0.00%	18,500.00	0.00	
39	Fire Suppression	324,760.00	70,500.00	28,600.00	0.00	99,100.00	30.51%	225,660.00	0.00	
40	Mechanical (Plumbing & HVAC)	5,154,422.00	2,092,872.00	359,700.00	0.00	2,452,572.00	47.58%	2,701,850.00	0.00	
41	HVAC Commissioning Allowance	30,500.00	0.00	0.00	0.00	0.00	0.00%	30,500.00	0.00	

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G÷C)			
42	Electrical	3,537,656.00	745,323.00	265,300.00	120,540.00	1,131,163.00	31.97%	2,406,493.00	0.00
43	Systems Operation Allowance	100,000.00	50,000.00	0.00	0.00	50,000.00	50.00%	50,000.00	0.00
44	Public Address System Allowance	37,930.00	0.00	0.00	0.00	0.00	0.00%	37,930.00	0.00
45	Theatre Sound System Allowance	125,000.00	0.00	0.00	0.00	0.00	0.00%	125,000.00	0.00
46	Performance Bond	184,390.00	184,390.00	0.00	0.00	184,390.00	100.00%	0.00	0.00
47	Weather Conditions Allowance	150,000.00	145,406.00	0.00	0.00	145,406.00	96.94%	4,594.00	0.00
48	General Conditions Efforts Schedule & Preconstruction	1,594,003.00	654,678.00	72,300.00	0.00	726,978.00	45.61%	867,025.00	0.00
49	Fee (1.95%)	447,730.00	172,410.70	35,000.00	0.00	207,410.70	46.32%	240,319.30	0.00
50	Construction Contingency (3%)	730,275.00	300,118.00	33,511.00	0.00	333,629.00	45.69%	396,646.00	0.00
51	Approved Value Engineering Items	-544,289.00	-544,289.00	0.00	0.00	-544,289.00	100.00%	0.00	0.00
52	Value Engineering Goal	-123,000.00	-123,000.00	0.00	0.00	-123,000.00	100.00%	0.00	0.00
PCCO 001	PCCO 001 (Post Bond Added Scope)	370,766.00	12,350.00	95,200.00	0.00	107,550.00	29.01%	263,216.00	0.00
PCCO 002	PCCO 002	50,302.00	25,496.00	7,520.00	0.00	33,016.00	65.64%	17,286.00	0.00
PCCO 003	PCCO 003	53,072.00	2,500.00	42,500.00	0.00	45,000.00	84.79%	8,072.00	0.00
PCCO 004	PCCO 004	136,946.00	3,500.00	18,000.00	0.00	21,500.00	15.70%	115,446.00	0.00
PCCO 005	PCCO 005	-19,410.00	0.00	-19,410.00	0.00	-19,410.00	100.00%	0.00	0.00
	GRAND TOTAL	\$25,664,442.00	\$9,523,843.70	\$1,936,921.00	\$318,504.00	\$11,779,268.70	45.90%	\$13,885,173.30	\$0.00



SALES QUOTATION

Quote No. Q-00611682
Ref. No. Wayne Public School - Dell 3110 Chromebook (175)

Date 6/7/2024
Exp. Date 7/7/2024

Sterling Account Manager

Amanda Schneiders
 303 Centennial Dr
 North Sioux City, SD 57049
 P: (605) 979-1006
 F:
 amanda.schneiders@sterling.com

Customer Information

Wayne Public School
 Ben Promes
 611 W 7th St
 Wayne, NE 68787-1715
 P: (402) 375-3150
 beprome1@waynebluedevels.org

Terms Net 30	FOB Destination	Contract Open Market	Estimated Lead Time 60 Business Days ARO
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Line No.	QTY	Part Number	Description	Unit Price	Extension
1	175	210-BCGK	Dell Chromebook 3110	\$236.33	\$41,357.75
2	175	CROSSWDISEDUNEW	Google Chrome Management Console License - Education	\$32.00	\$5,600.00
3	175	338-CMWQ	Intel Celeron N4500 (Dual Core, up to 2.8GHz, 4M Cache, 6W), 4GB Memory, 64GB Storage, HDMI	\$0.00	\$0.00
4	175	370-AGYU	4 GB: LPDDR4, 2933 MT/s (onboard)	\$0.00	\$0.00
5	175	400-BNIB	64 GB eMMC, on-board	\$0.00	\$0.00
6	175	391-BGHK	11.6, HD 1366x768, 60Hz, Touch, Anti-Glare, Cam/Mic, WLAN	\$0.00	\$0.00
7	175	583-BINI	Single Pointing Non Backlit, US English	\$0.00	\$0.00
8	175	570-AADK	No Mouse	\$0.00	\$0.00
9	175	555-BHJR	Intel Wi-Fi 6 AX201, 2x2, 802.11ax	\$0.00	\$0.00
10	175	451-BCWJ	3 Cell, 42Whr Longlife Battery	\$0.00	\$0.00
11	175	450-BCPZ	65W TYPE-C EPEAT Adapter	\$0.00	\$0.00
12	175	537-BBBL	E4 Power Cord 1M for US	\$0.00	\$0.00
13	175	340-CXGY	Quickstart Guide	\$0.00	\$0.00
14	175	320-BENO	LCD, Touch, HDMI	\$0.00	\$0.00
15	175	631-ABBH	Non Retail Order	\$0.00	\$0.00
16	175	460-BBEX	No Carrying Case	\$0.00	\$0.00
17	175	340-AGIK	Safety/Environment and Regulatory Guide (English/French Multi-language)	\$0.00	\$0.00
18	175	998-GRBP	3110_Chrm_JSL_FY24_014/US/BTS	\$0.00	\$0.00
19	175	389-EBXE	Label C5, Upsell Celeron, with HDMI + Touch LCD	\$0.00	\$0.00
20	175	340-CXHD	System Shipment, Chromebook 3110	\$0.00	\$0.00
21	175	389-DYFS	Intel Gen Celeron CPU label	\$0.00	\$0.00
22	175	800-BBQM	Smart Selection Shipment, Chromebook (VS)	\$0.00	\$0.00
23	175	389-BKKL	POD Label	\$0.00	\$0.00
24	175	321-BHEO	Bottom Door	\$0.00	\$0.00
25	175	556-BBCD	No Mobile Broadband Card	\$0.00	\$0.00

26	175	868-9850	1 Year Mail In Service	\$0.00	\$0.00
27	175	868-9852	1 Year Mail In Service	\$0.00	\$0.00
				TOTAL	\$ 46,957.75

Quotation Comments

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Arthur E. Perry (1910-1982)
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Edwin C. Perry (1931-2012)

MEMORANDUM

To: Dr. Bill Heimann, ESU 1 Administrator
From: Justin Knight, Perry Law Firm
Date: May 4, 2024
RE: 2024 School District Annual Policy Service Update

A. REQUIRED POLICY UPDATES

1. **Policy 5101 – Student Discipline.** LB 43’s “First Freedom Act” establishes the rights of students with respect to religious practices and tribal regalia. The Student Discipline Policy has been updated to reflect these new statutory rights.

2. **Policy 1050 – Access to Records.** LB 43 significantly altered Nebraska’s public records request laws. Nebraska residents are now entitled to the first eight (an increase from four) hours of staff time spent responding to the records request. From now on, non-residents are not entitled to any “free” time spent by staff responding to a records request. Policy 1050 has been updated to reflect these changes.

3. **Policy 8346 – Public Participation at Board Meetings.** LB 43 now requires public comment at every Board meeting, including special meetings, work sessions, and so forth. All other requirements for public comment remain in place, such as time limits for individual speakers. To comply with this new requirement, we have included two options for your board to consider: (1) Establish the same time limits for all meetings; or (2) Establish time limits for regular board meetings and different time limits for all other meetings. There is also an option (Option #3) to list public comment at the end of the agenda for non-regular board meetings (to ensure the Board completes its business before public comment).

4. **Policy 3130 – Purchasing Policies.** LB 287 imposes a new conflict of interest obligations on public employees. After a situation where a city employee apparently entered into a contract with a family member’s business, the Legislature imposed more stringent requirements on public employees. This change to policy makes clear that employees cannot contract on behalf of the District with themselves, family members, or their own businesses without prior Board approval. (The dollars amounts in this Policy are in the discretion of each Board and may be adjusted as each Board sees fit.)

5. Policy 8342 – Designated Method of Giving Notice – LB 287 eased the newspaper publication requirements for Board meetings. From now on, if a newspaper refuses, neglects, or is unable to timely publish notice of a board meeting, then the board may give notice by (1) posting the notice on the newspaper’s website (if available) and (2) posting the notice in conspicuous places within the district. (Note that this will change (again) on January 1, 2025 with new notice requirements, so this Policy will need to be revised against next winter.)

6. Policy 5201 – Promotion and Retention. LB 71 allows a parent or guardian to require their student re-take a grade level if the parent or guardian satisfies the requirements outlined in the new law. To comply with these new requirements, Policy 5201 has been updated.

7. Policy 3140 – Contracting for Services. LB 1300 imposes requirements on public bodies to ensure that no technology contracts are awarded to any “scrutinized company” (companies operated or owned by foreign adversaries). LB 1300 includes these new requirements that apply to any covered contracts. Each school will need to ensure that this certification will be incorporated into future technology agreements.

8. Policy 8240 – Membership in School Board Associations – LB 304 requires each School District to disclose on its website: (1) the dues paid to any association or organization of which the Board is a member; and (2) fees paid by the Board directly to a lobbyist or lobbying firm. This Policy reflects this new requirement.

9. Policy 6700 – Firearms – LB 1329 changed Nebraska’s laws regarding firearms on school grounds. Some of these changes involve changes to the statute’s wording. Other changes are more substantive (see below) and allow certain schools to allow more firearms at school. The changes in this Policy 6700 are limited to the technical changes to the new laws.

10. Policy 5008 – Attendance – LB 1029 makes clear that mental (as well as physical) illness is a basis for excused student absences. LB 1329 also makes changes to Nebraska’s attendance and truancy statutes, which are all incorporated into Policy 5008.

11. Policy 5006 – Option Enrollment – LB 1029 changed aspects of Nebraska’s Option Enrollment Program. We have updated Policy 5006 to incorporate these changes. Note that there are different options within this Policy that each Board will need to select. In addition, LB 1329 shifted the burden from the parent to the school district to establish capacity in an option appeal.

12. Policy 4141 – Teacher Training - Training Requirements. LB 1329 relaxed several training requirements for school employees. Some statutes required a defined length of training required (such as one hour). LB 1329 largely eliminates these definite training requirements and, instead, defers to each board to decide the reasonable training lengths. To comply with this new requirement, we recommend updating Policy 4141 to allow the Board to approve the administration’s planned training requirements each year.

13. Policy 5205 – Graduation – Last year, LB 705 added a graduation requirement that any graduating student complete the FAFSA or opt out of the FAFSA. Policy 5205 has been updated to reflect this new graduation requirement. (Note that each Board will need to ensure that the credit requirements listed in this Policy are consistent with their District’s graduation requirements.)

14. Policy 6111 – Classroom Environment – LB 1329 requires each school board to adopt a policy that the school will only use Gall-Peters projection maps (or other similar cylindrical equal-area projection maps) or AuthaGraph projection maps in schools.

15. Policy 3571 – Meal Charge Policy – LB 1329 prohibits any school from using debt collection agencies or collecting interest or fees for outstanding school lunch debt. Policy 3571 has been updated to reflect these changes.

B. POLICY RESCISSIONS

1. Policy 6310 – Textbook Loans - Last year, LB 705 shifted the responsibility of the textbook loan program from school districts to the NDE, beginning July 1, 2024. With this change in mind, Policy 6310 can be rescinded.

C. OPTIONAL POLICY AND/OR HANDBOOK UPDATES

1. Policy 5013 – Preschool Enrollment – LB 71 will allow kindergarten-eligible students to attend preschool. Previously (and within current NDE Rule 11), students generally could not attend preschool after they turned five. The new law allows kindergarten-aged students to continue in preschool, but does not require a school to serve a student beyond age five. If your district operates a preschool program, we recommend reviewing and possibly revising this optional Policy (especially the highlighted priorities) to determine your district’s order of priority for students seeking to enroll in your preschool.

2. Policy 3241 - Emergency Response Mapping – LB 1329 allows (but does not require) school boards to adopt a policy on emergency response mapping. There are funding opportunities available for schools that adopt such a policy. Since this is not required, each district will need to decide whether to move forward with this policy.

3. Firearms – LB 1329 allows Class I and II school districts to adopt a policy to authorize the carrying of firearms by identified individuals. The Policy must, at a minimum, include requirements for personal qualifications, training, appropriate firearms and ammunition, and appropriate use of force. The State Board of Education and Nebraska State Patrol are required to develop a model policy that meets these requirements, though the Legislative Bill did not include a deadline for when this model policy must be adopted. If your Board is interested in adopting this type of policy, please contact us directly for more information and details in your individual district.

D. OTHER CONSIDERATIONS

1. **Title IX** – The Department of Education recently proposed changes to the existing Title IX regulations. The regulations are currently set to become effective on August 1, 2024. If implemented, these regulations will require policy updates. However, multiple states have already sued to block the implementation of these regulations, so it is possible that these regulations will be delayed (and possibly rescinded entirely). Rather than change the Title IX policy now (and perhaps need to change it again later), we recommend waiting to see if the regulations become effective later this summer.

2. **DOL FLSA Changes** – The Department of Labor recently announced that the salary basis threshold will increase from \$684 per week to \$844 per week, effective July 1, 2024. This amount will increase to \$1,128 per week, beginning January 1, 2025. There is no policy update needed to comply with these updates, but your district should ensure that any FLSA exempt employees comply with these new amounts if they continue to be treated as exempt employees in your district.

3. **Model Dress Code** – Last year, we mentioned that the Legislature passed a requirement that each school district to adopt a student dress code policy. Each school district has until July 1, 2025 to adopt the dress code policy. During next year’s policy updates, we will include a policy that meets this requirement.

4. **Artificial Intelligence** – We did not include any update to the Artificial Intelligence Policy this year, since we have received feedback that schools are more focused on implementing guidance, as opposed to annually tweaking their Policy. Feel free to contact us if you have any questions or concerns about your current Artificial Intelligence Policy.

5. **Open Meetings Act Posters** – The Open Meetings Act requires each school board to have “at least one current copy of the Open Meetings Act posted in the meeting room.” With changes to the Open Meetings Act, each board should make sure that their poster is current.

6. **Professional Practices Commission** – LB 1306 altered the process for ethical investigations into certificated staff members in Nebraska. Currently, after the Nebraska Department of Education investigates a complaint, the investigator brings the complaint before the Professional Practices Commission (a panel of administrators and teachers). The Commission hears the evidence, renders a recommendation to the State Board, then the State Board makes a final determination. LB 1306 will change this process by having a hearing officer (rather than the Commission) review the evidence and make a recommendation to the State Board of Education.

7. **Changes to Retirement Requirements** – LB 198 changed several provisions of the public retirement laws, particularly those affecting foreign-born workers. From now on, a public employer will be required to maintain on file one of the listed forms of identification (such as a driver’s license) to establish lawful presence in the United States. These forms of identification will also be used for NPERS to verify employment eligibility and/or eligibility to

participate in the retirement plan. In addition, LB 198 eases the restrictions on employees that separate from employment but do not request a distribution or submit a retirement application.

8. Personal Privacy Protection Act – LB 43 includes the “Personal Privacy Protection Act.” The Act prohibits, among other things, any political subdivision from “requiring any individual to provide personal information or otherwise compelling the release of personal information” or “publicizing or otherwise publicly disclosing personal information in the possession of such public agency without the express permission of every individual who is identifiable from the potential release of such personal information.” Since schools are governed by FERPA and other federal and state privacy laws, we assume this new Act will not impact schools (and does not need its own separate policy).

9. Online Age Verification Liability Act – LB 1092 requires certain website operators (including adult websites) to implement age verification requirements to prevent minors from accessing those sites. The bill does not impose any requirements on a public school district. To be sure: a school district can discipline a student for accessing an inappropriate website at school, but there is no liability for school districts if a student bypasses these verification requirements or accesses inappropriate websites at school.

10. Election Maps – LB 287 now requires that any political subdivision, upon the request of the Secretary of State or Election Commission, furnish to the Secretary of State and election commissioner or county clerk with any maps or additional information which the Secretary of State and election commissioner or county clerk “may require in the proper performance of their duties in the conduct of elections and certification of results.” This does not require a policy but is worth mentioning, especially in an election year.

11. New Parental Involvement Policy – LB 71 requires revisions and additions to your existing parental involvement policy. The new policy needs to be adopted by July 1, 2025. Since there are rumors that further changes to the parental involvement policy requirements will be proposed next year, we decided to wait until next spring to update the Parental Involvement Policy.

12. Changes to Class System – Currently, all school districts (other than Lincoln Public Schools and Omaha Public Schools) are Class III school districts and governed by the same statutes. LB 1329 deviated from this standard and will now delineate between Class I schools (districts with fewer than 1,500 inhabitants), Class II schools (districts with between 1,500 and 5,000 inhabitants), and Class III schools (all other districts, except for LPS and OPS). By January 1, 2025, the Commissioner of Education will reclassify and designate each school district.

13. QCPUF Expanded – LB 1329 expands the allowable expenditures of Qualified Capital Purpose Undertaking Funds (“QCPUF”). Under the new law, projects relating to “school safety infrastructure concerns” will be permitted uses of QCPUF funds. Neb. Rev. Stat. § 79-10,110.02. There is no policy required for this change.

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

Community RelationsPublic Access to School Records - Examination, Making Memoranda, and Copying

1. The School District, through the Superintendent, shall provide interested persons access to the records of the School District as required by law. Such access shall include the opportunity to examine, make memoranda and copy School District records. The School District shall not make records of individual students or personnel available except as allowed by law or compelled by court order.

2. Records may be examined at the School District offices during the hours such offices are open for the ordinary transaction of business. School district offices will be open for the ordinary transaction of business (a) during the school year on such days as school is in session, and (b) during the summer months when school is not in session, Monday through Friday when the Superintendent is present, except legal holidays.

3. Records may be obtained in the form in which the record is maintained including, but not limited to, printouts, electronic data, disc, tapes, and photocopies. The School District will not be required to produce or generate any record in a new or different form or format modified from that of the original School District record. Copies of records may be made as follows:

(a) Copies may be made by persons using their own copying or photocopying equipment, provided that such copies shall be made on the premises of the School District offices or at a location mutually agreed to by the requester and the School District.

(b) Copies may be obtained from the School District if the School District has copying equipment reasonably available, and upon payment of a fee for providing copies. The Superintendent shall establish a fee schedule for the copying of school district records, provided that such fee is not to exceed the actual cost of making the copies available. Actual costs of making copies available include: Paper, discs, and other hard copy materials, copier device costs (equipment lease, depreciation and maintenance), electricity and the cost of personnel. If the copies requested are estimated by the School District to be more than fifty dollars (\$50.00), the School District may require the requester to furnish a deposit prior to fulfilling such request.

4. For residents of Nebraska and news media desiring to submit a public records request to the School District, a requester must submit a written request to the School District. Upon written request for access to records, the School District will provide to the requester as soon as is practicable and without delay, but not more than four (4) business days after actual receipt of the request:

(a) Access to or, if copying equipment is reasonably available, copies of the school district records requested;

(b) A written denial of the request, or portion thereof, if there is a legal basis for such denial of access to school district records on a written form from the school district. [See, Regulation Form 1050A, "Denial of Access To School District Records"]; or

(c) If the entire request cannot with reasonable good faith efforts be fulfilled within four (4) business days after actual receipt of the request due to the significant difficulty or extensiveness of the request, the school district shall provide a written explanation, including the earliest practicable date for fulfilling the request, and estimate of the expected cost of any copies, and an opportunity to modify or prioritize the items within the request. If the response to the request is expected to require more than eight cumulative hours of staff time spent searching, identifying, physically redacting, or copying, the District may require the requester to furnish a deposit, as permitted under the Public Records Request Laws.

5. For nonresidents of Nebraska, a requester must submit a written request to the School District. The School District may then require the requester to submit a deposit, as permitted under the Public Request Laws.

Legal Reference: Neb. Rev. Stat. § 84-712 et seq.

Date of Adoption: June 12, 2017

Revision Date: July 8, 2024

Regulation No. 1050 - A

Community Relations

Denial of Access to School District Records Form

Name of Requester: _____.

Date of School Record Request: _____.

Name of Administrator Denying Record Request: _____.

Description of Records Requested (Actual written request for record may be attached): _____

_____.

Please be advised that the school district has determined that there is a legal basis for a denial of access or copies to all or a portion of the school records requested, and hereby provides the following information regarding such denial:

A. Description of the contents of the records withheld: _____

_____.

B. Statement of the specific reasons for the denial (Correlate specific portions of the records to specific reasons; include citation of statute expressly providing that particular information or records shall not be made public): _____

_____.

NOTICE: Pursuant to Neb. Rev. Stat. § 84-712.03, you may have a right of judicial or administrative review of the denial of access to school district records set forth above, including a right to petition for a writ of mandamus, or petition the Attorney General to review the record to determine if it may be withheld from public inspection.

Regulation No. 1050 - B

Community Relations

Explanation of Delay in Fulfilling Request for School District Records

Your entire request for school district records cannot with reasonable good faith efforts be fulfilled within four (4) business days after actual receipt of such request due to (check all applicable boxes):

G Significant difficulty in compiling or copying such records;

G Extensiveness of the request.

A. Additional Explanation: _____

_____.

B. Projected Date of Fulfilling Request: _____.

C. Projected Cost of Copies: \$_____.

Modification or Prioritization of Request: You may modify or prioritize the items in your request to expedite the availability of the school records requested; please set forth your modification or prioritized items in the space provided below and return to the office.

_____.

Date of Adoption: June 12, 2017

Business OperationsPurchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to \$20,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from \$20,000 up to \$40,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$40,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or superintendent shall be personally liable for payment for the supplies or equipment purchased.
5. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.
6. The District need not comply with the bidding requirements if the District purchases Property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.
7. Notwithstanding anything to the contrary, no employee may enter into any agreement or understanding on behalf of the District that may financially benefit the employee.

member of the employee's immediate family, or a business with which the employee is associated, unless the Board of Education approves such contract or arrangement in advance.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.
2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Legal Reference: Neb. Rev. Stat. § 13-610
Neb. Rev. Stat. Sec. 49-1401, et seq

Date of Adoption August 12, 2019

Revision Date: July 8, 2024

Business OperationsContracting for Services

Contractual services which by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part, are not subject to bid but are subject to approval by the Board of Education in conformity with established policy.

Every contract for services to be provided to Wayne Community Schools shall require that the contractor use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Such requirement shall be deemed to be included and a part of the terms of every contract for services with the School District, including but not limited to oral contracts.

For any company that submit a bid or proposal for any technology-related product or service, and before entering into any contract with any company for any technology-related product or service, the company must certify that: (1) the company is not a scrutinized company (as defined by law); (2) the company will not subcontract with any scrutinized company for any aspect of performance of the contemplated contract; and (3) any products or services to be provided do not originate with a scrutinized company. The District will not knowingly enter into any contract with any scrutinized company.

Legal Reference: Neb. Rev. Stat. § 4-114
LB 1300 (2024)

Date of Adoption: June 12, 2017

Revision Date: July 8, 2024

Meal Charge Policy

As a courtesy, Wayne Community Schools will continue 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.

The District will not use a debt collection agency to collect or attempt to collect, directly or indirectly, debts due or assessed to be owed for outstanding debts on a school lunch or breakfast account of any student. Nor will the District assess or collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of any student.

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.

Legal Reference: Richard B. Russell National School Lunch Act (42 U.S.C. Sec. 1751);
U.S.D.A. Memorandum SP 57-2016
LB 1329 (2024)

Date of Revision: June 10, 2019

Revision Date July 8, 2024

Personnel - Certificated EmployeesTeacher Training

The district shall provide and promote development programs for all professional staff - Superintendent, principals, teachers and the board of education. Features of the staff development program:

1. Staff development resources and time shall be allocated in keeping with the key values and priorities of the district.
2. The staff development program shall concentrate on the programs and practices of effective schools and teaching, goal setting, assessment procedures, evaluation of staff, and the change process.
3. Content shall be selected that has been verified by research to improve student outcomes.
4. Teachers shall be actively involved in initiating, planning, and conducting the development programs for teachers.

At least annually, the administration will present to the Board the planned staff training as required by law. The Board will then approve those training requirements if the Board determines that the length of each training is reasonable.

~~The Board encourages the faculty and administration to belong to professional organizations, and to take advantage of professional improvement opportunities such as conferences and in-service workshops. Professional leave is provided for this purpose.~~

~~The Board directs the Superintendent to ensure that a written procedure for applying for professional leave is available to all certified staff.~~

Date of Adoption: June 12, 2017

Revision Date: July 8, 2024

StudentsOption EnrollmentA. Process and Time Lines to Option In

For a student to attend Wayne Community Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the Wayne Community School District between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district or, if the student attends a different district as an option student, the option district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

Provisions for Waiver of Application Deadline:

The application deadline will be waived by the School District for applications to option into the Wayne Community School District, provided that the application contains a release approval from the resident district or, if the student is an option student attending a different district, the option district attended by the student and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building operated by the School District would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

2. Timeliness: An option enrollment application shall be rejected in the event the application is not filed on or before the April 1st immediately preceding the school

year in which enrollment is sought, and the filing deadline has not been waived.

3. Previous Option Enrollment: An option enrollment application shall be rejected in the event the student has exhausted their option enrollments in other school districts, as determined by state law. ~~previously filed an option enrollment application for enrollment in any School District and has had such application accepted, unless a statutory exception to the “one-time” rule is applicable to the student’s circumstance.~~
4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent’s designee, or the School District determines: The application is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including “previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings” and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Priority of Acceptance

Priority shall be accorded in the following order: (1) first, to those applications required to be given priority by law, (2) second, to those with a sibling in attendance at Wayne Community Schools, with priority within this group being given to those who had earliest filed applications, and (3) third to those without an option student sibling in attendance at Wayne Community Schools, with priority within this group to those who had earliest filed applications.

Filing date determinations are made by the Superintendent, or the Superintendent’s designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

D. Determination of Capacity

The School District will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix “1” to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee.

E. Releases for Options Out

A request for release of a resident student or option student currently attending of the Wayne Community School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted unless the release shall not be granted if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent's designee is hereby authorized to execute such releases on behalf of the School District and the School District, subject to subsequent ratification by the School District.

F. Notification of Acceptance or Rejection

In the case of an application to option enroll into the Wayne Community School District, the Superintendent or the Superintendent's designee shall notify, in writing, the parent or legal guardian of the student and the resident school district or, if the student is an option student attending a different district, that option district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the Wayne Community School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

G. Applications Subsequent to Relocations or Mergers

An option enrollment application does not require a release and shall be accepted or rejected within forty-five days after filing in the following circumstances:

1. the student relocated to a different resident school district after February 1, or
2. the student's option school district merged with another district effective after February 1, and
3. the application is for attendance during the immediately following and subsequent school years.

H. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided in the following circumstances:

1. The Wayne Community School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.
2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.
3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

I. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the Wayne Community Schools and its school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. Sections 79-232 to 79-246

Date of Adoption: July 10, 2023

Revision Date: July 8, 2024

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. ~~The Principals and teachers are required to~~ District will maintain an accurate record of student attendance.

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
 - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
 - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness (including physical or mental illness), court, death of a family member, or suspension.
 - (2) Other absences as determined by the principal or the principal's designee.
 - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
 - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.

Page 2 of 6

- (2) Other absences are those in which the parent has not communicated a reason for the student's absence.
2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that 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 (2) that 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.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the

Page 3 of 6

Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Wayne Community Schools or resides in the Wayne Community School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- 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
- 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, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must 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:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- 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.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also 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
- 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

Page 4 of 6

Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects 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.

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. 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 address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences of at least twenty days which are Not School Excused and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to

Page 5 of 6

attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

- (a) The physical, mental, or behavioral health of the child.
- (b) Educational counseling;
- ~~(c)~~ ~~Educational evaluation;~~
- ~~(cd)~~ Referral to community agencies for economic services;
- ~~(de)~~ Family or individual counseling; and
- ~~(ef)~~ Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness (including physical or mental illness) that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Legal Reference: Neb. Rev. Stat. Sections 79-201 and 79-209

Date of Adoption: December 14, 2020

Revision Date: July 8, 2024

Students

Preschool Enrollment

The District's preschool program shall be operated in accordance with this policy.

Eligibility

The Superintendent or designee will develop and maintain eligibility guidelines for children to enroll in the District's preschool program.

If the Superintendent or designee determines that the preschool program is at capacity, then children will be admitted to the daycare program in the following order of priority:

1. Those students that are required by law to participate or be given a preference in the preschool program;
2. Resident students who are or will turn four-years old during the school year;
3. Resident students who are not otherwise eligible to enroll in kindergarten;
4. Non-resident students who are not eligible to enroll in kindergarten;
5. Resident or non-resident students who are eligible to enroll in kindergarten.

The Superintendent or designee shall have the authority to implement and interpret capacity and enrollment decisions to ensure the best interests of the District and its preschool program, and there shall be no appeal process to the Board of Education related to the Superintendent or designee's decision.

Enrollment Process

Enrollment for the preschool program will be conducted on an annual basis. Parents or legal guardians must complete and submit a preschool enrollment application form by the specified deadline. Applications will be reviewed, and enrollment decisions will be based on available space, eligibility criteria, and other factors deemed appropriate by District staff. Parents will be notified of their child's enrollment status within a reasonable timeframe after the application deadline.

Waitlist

In the event that the number of applicants exceeds the preschool program's capacity, a waitlist may be established. Priority on the waitlist may be given to eligible children based on the priorities listed in this policy. Parents will be notified if their child is placed on the waitlist and will receive updates regarding their status if openings become available.

Compliance

All aspects of this policy shall be implemented in accordance with applicable state and federal laws, regulations, and guidelines related to preschool education and enrollment.

Date of Adoption: [Insert Date]

Students

Student Promotion, Retention, Acceleration, and Early Graduation

As instructional leaders of their classrooms, teachers must keep the building principal informed of the student's academic status and make recommendations to the principal concerning their promotion, acceleration, or retention.

Promotion and Retention

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 judgement of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the student's parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

Student Promotion

~~Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustments.~~

~~Students will normally progress annually from grade to grade. Exceptions may be made when, in judgment of the teachers and the principal, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to the student's parents, but the final decision will rest with school authorities.~~

Retention

~~Grade retention should be an action of last result. When it becomes apparent that a student is having difficulty in meeting the requirements of the grade, the minimum academic credit requirements for the year, or when students who cannot demonstrate proficiency at their grade level the building principal will be notified and a meeting will be organized with the student and parents to discuss alternatives.~~

~~The building principal may require remediation as a condition of promotion to the next grade level. [Such remediation may include, but shall not necessarily be limited to, a mandatory summer school program focused on the areas of deficiency, other such alternatives conducted by the district outside of the regular school day, interventions to be prescribed at other grade levels or courses to ensure that all children would have every opportunity to attain grade-level standards].~~

~~The principal will confer with the teachers and parents to determine appropriate action. The final decision for retention will rest with the school administration. In the event that retention is the only alternative, the principal will insure that the retention programs would not be a repeat of services but provide a significantly different academic experience for retained children. Parents may request retention if they believe it to be in the best interest of their student. Multiple measures, based on proficiency with content standards, would be used for retention criteria.~~

Acceleration

Students with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities, outside the school district, may be allowed when they do not conflict with the school district's graduation requirements. Acceleration ahead in a grade level should be approached with caution and should only occur with the joint approval of the superintendent, the principal and the parent or guardian.

Early Graduation

The request for early graduation must be made (on the form provided in this policy) at least six months prior to the expected graduation date. The application form must be signed by the parent or guardian and the student. The Wayne Board of Education will provide authorization to the principal and superintendent for final approval of the request for early graduation based on the academic record of the student.

Early graduation will not be unreasonably withheld if the student has earned the required credit and successfully completed the required courses for graduation from the Wayne School District.

The principal, school counselor, and teachers will closely monitor the student's performance to ensure that all the requirements for graduation are met and will report the progress of student to the parents and the student on a regular basis. The superintendent will prepare a summary report of the number and progress of early graduation students annually.

First Reading (New Version): July 11, 2005
 Date of Adoption: March 8, 2021
 Date of Last Revision: ~~October 9, 2023~~ July 8, 2024
 Related Policies and Regulations:
 Legal Reference:

Application for Wayne High School Early Graduation

Student's Name _____ Date _____

Parent or Guardian Name _____ Date _____

Expected Date for Early Graduation _____

Required Credit to be successfully completed prior to graduation:

	CLASS OF 2022 AND BEYOND	CREDIT COMPLETED AS OF _____
Language Arts	<u>40</u> credit hours	_____ credit hours
Science	<u>30</u> credit hours	_____ credit hours
Mathematics	<u>30</u> credit hours	_____ credit hours
Social Studies	<u>30</u> credit hours	_____ credit hours
Physical Education	<u>10</u> credit hours	_____ credit hours
Fine Arts	<u>10</u> credit hours	_____ credit hours
Computer Science & Technology	<u>5</u> credit hours	_____ credit hours
Personal Finance	<u>5</u> credit hours	_____ credit hours
Total Required Hours	<u>160</u> credit hours	_____ credit hours
Total Elective Hours	<u>65</u> credit hours	_____ credit hours
Total Required Hours for Graduation	<u>225</u> credit hours	_____ Total Credit Hours Completed

Required Courses to be successfully completed prior to graduation:

Required Course _____ Date Completed _____

Required Course _____ Date Completed _____

Required Course _____ Date Completed _____

Required Course _____ Date Completed _____

Required Course _____ Date Completed _____

Student Signature _____ Date _____

Parent or Guardian Signature _____ Date _____

Counselor Signature _____ Date _____

Principal _____ Date _____

StudentsGraduation

To participate in commencement exercises or receive a Wayne Community Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. Students who graduate from Wayne Community Schools must accumulate 225 hours. The total graduation requirements must include the following core curriculum:

Language Arts	40	credit hours
Science	30	credit hours
Mathematics	30	credit hours
Social Studies	30	credit hours
Physical Education	10	credit hours
Fine Arts	10	credit hours
Computer Science & Technology	5	credit hours
Personal Finance	5	credit hours
Total Hours Required	160	credit hours
Total Elective Hours	65	credit hours

Graduation requirements for special education students, HAL, and students on 504 plans will be in accordance with the prescribed course of study in their plan.

Each student's IEP will include a statement of the projected date of graduation at least 12 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

Legal Reference: Neb. Rev. Stat. § 79-729
 Neb. Rev. Stat. Sec. 79-3003
 NDE Rule 10

Date of Adoption: March 8, 2021

Date of Revision: July 8, 2024 ~~July 10, 2023~~

InstructionClassroom Environment

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

The District will only permit the Gall-Peters projection map (or a similar cylindrical equal-area projection map) or the AuthaGraph projection map for display or use in the classroom.

Legal Reference: LB 1329 (2024)

Date of Adoption: ~~[Insert Date]~~ July 8, 2024

Internal Board Policies - Board MembersMembership in School Board Associations

The Board of Education shall hold memberships in such school board associations as it may from time to time determine appropriate.

The Board will list on the school's website the organizations and memberships that the Board belongs to and the annual membership dues (if any) for such organizations and memberships, as well as the fees paid by the Board to any individual lobbyist or lobbying firm (if any).

Legal Reference: Neb. Rev. Stat. § 79-512

Date of Adoption: August 14, 2017

Revision Date: July 8, 2024

Internal Board Policies - Methods of OperationDesignated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by publishing such notice in a newspaper of general circulation within the District's jurisdiction and, if available, on such newspaper's web site. ~~If a newspaper refuses, neglects, or is unable to timely publish such notice, then notice may be given by (1) posting on the newspaper's website, if available, and (2) posting such notice in conspicuous public places within the District. The Board Secretary shall keep a written record of such postings. The Board may also give advance notice of meetings by posting. If notice is given by posting, such notice shall be given by posting notice in at least three (3) public places throughout the school district. The school house door, the post office, and a local bank are designated posting places, though other or different places at which the public may reasonably be notified are also designated as permissible places.~~

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. Sections 79-554; 79-555 and 84-1411

Date of Adoption: October 12, 2020

Revision Date: July 8, 2024

Internal Board Policies - Methods of OperationPublic Participation at Board MeetingsA. Attend

Members of the public shall be permitted to attend and to speak at board meetings. They will not be required to identify themselves as a condition for admission to the meeting.

The Board may allow advisors, consultants, and other persons who are not Board members to appear at the meeting via telephone or other similar means.

The chair has the authority to assure that people conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The chair may order persons who are disorderly to be removed from the meeting.

B. Hear

The board will, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

C. Record

Members of the public may use recording devices (tape recorder, video camera, etc.) to record any part of a meeting of a public body, except for closed sessions. No recording, other than note taking, shall be done without informing the President in advance. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

D. Access to Written Materials

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

E. Speak

Members of the public will be permitted to speak at Board meetings ~~at which a public forum is on the Agenda~~. Members of the public may also speak when invited to make a presentation or when recognized by the chair. ~~The Board is not required to allow members of the public to speak at each meeting. However, the Board will not forbid public participation at all meetings.~~

For all meetings of the Board, individual speakers shall have up to 3 minutes to address the Board, and the Board shall hear up to 30 cumulative minutes of public comment. The Board may vote to modify these time limits when the Board deems appropriate. The President may implement other reasonable requirements for public comment, consistent with the Open Meetings Act.

Members of the public will not be required to have their name be placed on the agenda prior to the meeting in order to speak about items on the agenda.

Any member of the public desiring to address the body shall be required to identify himself or herself, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual.

~~The President or chair for the meeting shall have the authority to establish reasonable time limits for individual speakers and for the duration of public forum sessions.~~

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against a school employee shall not be made for the first time at a public Board meeting without having followed the school's complaint procedure.

Legal Reference: Neb. Rev. Stat. 84-1412

Date of Adoption: July 11, 2022

Revision Date: July 8, 2024

Wayne Community Schools Teacher Handbook 2024-2025 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 decide 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 2024-2025 and subsequent school years unless replaced by a later edition.

Wayne Community Schools Mission Statement

Wayne Community Schools is committed to the success of all students
and the development of independent lifelong learners

Wayne Community Schools Vision Statement

Learning for Life, Every Student, Every Day

Wayne Community Schools Value Statements

Wayne Community Schools values...

W – Working in Partnerships

C – Committing/Commitment to Excellences

S – Success in Life

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). The FMLA entitles eligible employees of Wayne Community Schools to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. The employee must give at least 30 days' notice, or notice as soon as practical to Human Resources at 611 West 7th street for an eligibility determination.

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 –
 - Daily Maximum- 50% per diem rate
 - Only necessary meals that occur during meeting time and cannot be consumed at home will be reimbursed
- Overnight Travel –
 - In Nebraska – Nebraska per diem rate
 - Out of State – Per diem rate at location of travel
- 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 are responsible for obtaining appropriate lodging reservations at direct bill rate.

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 is one of the means of projecting a professional image. Teachers are expected to maintain professional attire 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) Professional dress - 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) Regular dress - This level of attire will be the level that certificated staff use on a regular basis when they are at work. Jeans and other pants should be neat, with no holes or tears. Clothing for the upper torso should also be in good condition and look presentable. Shoulders and mid-section should be completely covered, and there should be no holes, rips, or tears, in any clothing. With the exception of the physical education teachers, no sweatpants or work out type pants should be worn. PE teachers' sweatpants should meet a professional standard and look decent. 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. 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) 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

For the 2024-25 school year, all classrooms at the new addition to the high school should use the east doors for their main fire escape route.

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. These duties will be assigned by the athletic director.

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.

STUDENT - PARENT HANDBOOK OF WAYNE ELEMENTARY

2024-2025

TABLE OF CONTENTS

Foreword

		Page
Section 1	Intent of Handbook	5
Section 2	Members of the Board of Education	5-6
Section 3	Administrative Staff	6
Section 4	Teaching Staff	6-8
Section 5	Support Staff	8
Section 6	School Calendar	8

Article 1 - Mission and Goals

		Page
Section 1	School Mission Statement/Vision Statement/District Expectations/Character Traits	9
Section 2	Goals and Objectives	10-11
Section 3	Mutual Respect	11
Section 4	Complaint Procedures	11-12
Section 5	Student Rights and Responsibilities	12-13

Article 2 - School Day

		Page
Section 1	Daily Schedule - Elementary	14
Section 2	Shortened Schedule	14
Section 3	Severe Weather and School Cancellations	14-15
Section 4	Supervision Responsibility Before/After School	15-16
Section 5	Messages/Deliveries	16
Section 6	Recess	16-17
Section 7	Wayne Elementary Recess and School Clothing Guidelines	17
Section 8	School Meals	17-18
Section 9	Birthdays	18
Section 10	Assemblies	18
Section 11	Instrumental Music	18
Section 12	Nuisance Items	18
Section 13	Change of Information	19

Section 14	Emergency Evacuation / Lockout and Lockdown	19
Section 15	Emergency Response Plan Managing Student Release to Parents/Guardians	19-20

Article 3 - Use of Building and Grounds

		Page
Section 1	Visitors	20-21
Section 2	Smoke-Free Environment	21
Section 3	Care of School Property	21
Section 4	Lockers	21
Section 5	Searches of Lockers and Other Types of Searches	21-22
Section 6	Video Surveillance	22
Section 7	Recording of Others	22
Section 8	Use of Telephone	22
Section 9	Bicycles	23
Section 10	Student Valuables	23
Section 11	Lost and Found	23
Section 12	Accidents	23
Section 13	Laboratory Safety Glasses	23
Section 14	Insurance	23
Section 15	Bulletins and Announcements	23
Section 16	Copyright and Fair Use Policy	23-24
Section 17	Behavioral Points of Contact	24
Section 18	Grounds/Parking/Pick Up/Drop Off	24-25

Article 4 – Attendance

		Page
Section 1	Attendance Policy	26
Section 2	Attendance and Absences	26-28
Section 3	Absence Procedures	28
Section 4	Make-up Work	28
Section 5	Attendance is Required to Participate in Activities	29
Section 6	Truancy	29-30

Article 5 - Scholastic Achievement

		Page
Section 1	Promotion and Retention	30
Section 2	Interim Reports	30-31
Section 3	Report Cards	31
Section 4	Parent - Teacher Conferences	31

Article 6 - Support Services

		Page
Section 1	Special Education Services	31-32
Section 2	Students with Disabilities: Section 504	32
Section 3	School Counseling Services	32
Section 4	Health Services	33-36
Section 5	Transportation Services	36-37

Article 7 - Drugs, Alcohol and Tobacco

		Page
Section 1	Drug-Free Schools	37-38
Section 2	Education and Prevention	38
Section 3	Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco	38-39

Article 8 - Student Rights, Conduct, Rules and Regulations

		Page
Section 1	Purpose of Student Conduct Rules	39
Section 2	Forms of School Discipline	39-43
	<ul style="list-style-type: none"> ● Short-Term Suspensions ● Long-Term Suspensions ● Expulsions ● Emergency Exclusion ● Other Forms of Student Discipline 	
Section 3	Student Conduct Expectations	43-57
	<ul style="list-style-type: none"> ● Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment ● Additional Student Conduct Expectations and Grounds for Discipline ● Student Appearance Policy <ul style="list-style-type: none"> ● Academic Integrity ● Electronic Devices ● Harassment and Bullying Policy ● Inappropriate Public Displays of Affection ● Specific Rule Items ● Network, E-Mail, Internet and Other Computer Use Rules ● Risks of Facebook and other Social Networking 	
Section 4	Reporting Student Law Violations	57

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

		Page
Section 1	Student Fees Policy	57-60

Article 10 - State and Federal Programs

Page

Section 1	Notice of Nondiscrimination	61
Section 2	Designation of Coordinator(s)	61
Section 3	Anti-discrimination & Harassment Policy	62-64
Section 4	Multicultural Policy	64
Section 5	Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973	64-65
Section 6	Notification of Rights Under FERPA	65-67
Section 7	Notice for Parents of Students in Programs Receiving Title I Funding	67-68
Section 8	Dating Violence Prevention	68
Section 9	HIPAA (Health Insurance Portability and Accountability Act, 1996)	68
Section 10	Public Notification for Eliminating Discrimination and Denial of Services in Vocational Education Programs	68-69
Section 11	Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)	69
Section 12	Administrative Regulation Admittance-Home School Educated Students	70
Section 13	Business Operations	71-72
Section 14	Student Privacy Protection Policy	72 -75
Section 15	Parental Involvement	75-79
Section 16	Homeless Student Policy	79-80

	Parent - Student Compact Form	81
	Digital Equity Survey	82
	Student Fee Waiver Form	83
	Student Rights / Responsibilities	84
	Availability of Handbooks – Internet Option Form	85
	Handbook Receipt	86

Appendix

Appendix A	School Calendar	A-1
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Wayne Community Schools Student-Parent Handbook
2024-2025 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
Jodi Pulfer, President	jopulfe1@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
Jeryl Nelson	jenelso1@waynebluedevils.org 402-375-3150
Sylvia Ruhl	syruhl1@waynebluedevils.org 402-375-3150
Justin Davis	judavis1@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@waynebluedevils.org 402-375-3150
Andi Diediker	Principal	Elementary School (3-6)	andiedi1@waynebluedevils.org 402-375-3854
Courtney Maas	Principal	Elementary (K-2)	comaas1@waynebluedevils.org 402-375-3854
Misty Bear	Special Education Director	All District	mibeair1@waynebluedevils.org 402-833-1450

Section 4 Teaching Staff

Wayne Elementary School

Name	Department	Grades
Kim Anderson	Counselor	K-6
Jack Belt	Language Arts, Math	Sixth Grade
Aaron Carlson	Physical Education	K-6
Nichelle Daum	Special Education	5-6
Jean Dorcey	Title	K-6
Staci Foote	Language Arts, Math, Science, Social Studies	Third Grade
Tanya Heikes	Language Arts, Math, Science, Social Studies	Kindergarten
Kara Heithold	Speech Therapist	PK-12
Lora Heithold	Heartland Counseling	K-6
Brooke Henderson	Special Education	3-4
Micaela Hight	Language Arts, Math, Science, Social Studies	Third Grade
Kim Hix	Language Arts, Math, Science, Social Studies	Fourth Grade
Ashley Hoffman	Title	K-6
Mike Jaixen	Language Arts, Math, Science, Social Studies	Second Grade

Colleen Janke	Language Arts, Social Studies	Sixth Grade
Rachel Kerby	School Psychologist	PK-12
Paige Kinnaman	Language Arts, Math	Fifth Grade
Christiana Koeppe	General Music/Band	K-6
Savannah Leseberg	Language Arts, Math, Science, Social Studies	Third Grade
Jodi Lutt	Language Arts, Math, Science, Social Studies	Second Grade
Jessica McPhillips	Language Arts, Science	Fifth Grade
Susan Metzler	Language Arts, Math, Science, Social Studies	Fourth Grade
Lisa Meyer	Language Arts, Math, Science, Social Studies	Kindergarten
Paige Milliken	EL	K-6
Sarah Oltjenbruns	Media Specialist	K-6
Kathy Ostrand	Language Arts, Math, Science, Social Studies	First Grade
Candace Petersen	Language Arts, Math, Science, Social Studies	First Grade
Annette Phipps	Language Arts, Science	Sixth Grade
Ben Promes	Technology Director	PK-12
Kelly Ptacek	Special Education	K-2
Emily Rockhill	Language Arts, Math, Science, Social Studies	Kindergarten
Emily Sims	Language Arts, Math, Science, Social Studies	Third Grade
Winter Stewart	Language Arts, Math, Science, 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

Rylee Wagner	Language Arts, Math, Science, Social Studies	Sixth Grade
Carrie Wendte	EL	K-6
Alex Wieland	Band	5-6
Erin Wilrich	Language Arts, Social Studies	Sixth Grade
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
Penny Janousek	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 2024-2025 School year calendar attached here to as Appendix A.

Article 1 – Mission and Goals

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

Wayne Community Schools' Mission Statement

Wayne Community Schools is committed to the success of all students and the development of independent lifelong learners

Wayne Community Schools' Vision Statement

Learning for Life, Every Student, Every Day

Wayne Community Schools' Value Statement

Wayne Community Schools values...

W – Working in Partnerships

C – Committing/Commitment to Excellences

S – Success in Life

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.

Section 3 Mutual Respect

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 2:00 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

Parents or guardians of children in grades K to 6, where the child does not use district-provided transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. The parent or guardian may designate escorts. Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

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.” 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, pop-its, trading cards, and all other toys 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. The lost book replacement fee will be the cost of the same book.

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.

Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a principal sees or learns of an image or message that may cause a disruption, the principal will ask the student to remove the image or message from the locker. If the student refuses, then the principal will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

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.

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 Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 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. Students may not use cell phones during class time. A student who violates this rule may be required to turn their phone into the office or lose phone privileges for an extended period of time.

Section 9 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 10 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 11 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 12 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 13 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 14 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 15 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 16 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 17 Behavioral Points of Contact

The District maintains a registry of local mental health and counseling resources, including those resource services that can be accessed by families and individuals outside of school. To gain more information about these resources, parents and/or students should contact their building principal. This information, as well as the District’s behavioral points of contact, are also listed on the District’s website.

Section 18 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. Fourth 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

Attendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The District will maintain an accurate record of student attendance.

Section 2 Attendance and Absences

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal’s office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
 - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:

(1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness (including physical or mental illness), court, death of a family member, or suspension.

(2) Other absences as determined by the principal or the principal's designee.

b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

(1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes vacations or other events that do not meet the criteria for a School Excused absence.

(2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that 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 (2) that 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.

4. Reporting and Responding to Excessive Absenteeism. Any District staff member or board member who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent or Superintendent's designee to be the attendance officer. The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend school.

5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have “excessive absences.” Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences of at least twenty days which are Not School Excused, one or more meetings will be held between the school, the child’s parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

- (a) The physical, mental, or behavioral health of the child.
- (b) Educational counseling;
- (c) Referral to community agencies for economic services;
- (d) Family or individual counseling; and
- (e) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child’s attendance records.

6. Reporting Excessive Absenteeism to the County Attorney. The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per school year. The school shall notify the child’s family in writing prior to making the referral to the county attorney. Illness (including physical or mental illness) that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

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

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

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

Full-time students must attend school all day the day of any scheduled school activity in order to participate in the activity. Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A "school activity" This includes athletic contests, clubs, concerts, 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 truanancies 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.

Article 5 – Scholastic Achievement

Section 1 Promotion and Retention

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 Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that

meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the student's parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

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.

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, pink eye, 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. The student must be fever free without medication for 24 hours before returning to school. They must also stay out of school 24 hours from the last episode of vomiting or diarrhea.

Guidelines for Administering Medication

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

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to no more than a 30 day supply.

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 for occasional use.
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 kindergarten 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 foregoing 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 2024-2025 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.
- II. Special Conduct Rules for Riding School Buses.**

A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.

3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any 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.

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

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

Article 7 – Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Section 2 Education and Prevention

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 Student Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. 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 school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the 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:

- a. 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.

- b. 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.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, 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.
- d. 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. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty 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.

3. Expulsion:

- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or © unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled 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 an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
- b. 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 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. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

c. 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.

d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. 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.

e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended for a period of not more than one 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.

f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent,

upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.

i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

a. 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

b. 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 may be held, upon a parent's timely request, 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.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not 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 a 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. Engaging in 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 delivery systems, 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.
12. A 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 riding school buses or vehicles.

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.

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 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; © any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one 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.

For purposes of this policy, 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.

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 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.
 - b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - c. 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).
 - d. Head wear including hats, caps, bandannas, and scarves.
 - e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - f. Clothing or jewelry that is gang related.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration.

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.

2. 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 misrepresenting 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):

(i) 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.

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

(iii) 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.

(iv) 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.

(v) Misrepresenting 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):

i) 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.

(ii) 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.

(iii) 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.

(iv) 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.

(v) 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:

(a) 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.

(b) 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 in 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 when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense 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 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.

3. Cell Phones/Personal Electronic Devices

Philosophy and Purpose. The District prohibits students from using their cell phones and other personal electronic devices during the school day. Cell phones and personal electronic devices are disruptive to the educational process. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of cell phone and personal electronic devices, the District hereby establishes the following rules and regulations governing student

use of cell phones and personal electronic devices, and procedures to address student misuse of their cell phone and personal electronic devices.

Students are allowed to bring their cell phones and personal electronic devices to school, however all devices must be stored in a student's academic school locker and must be turned off during school hours. The school is not responsible for any lost, stolen, or damaged cell phones and personal electronic devices. Students may not store their devices in their Athletic/Physical Education lockers. Students may not use their devices during the school day (7:30-3:35) unless they have permission from a school administrator. During the school day, the only electronic devices that may be used by a student are the school issued electronic devices. In case of an emergency, a student will be allowed to use their phone in the office.

Violations of the cell phone/personal electronic device policy will be dealt with in the following manner:

(i) First violation - The device will be confiscated by the staff member, and given to the principal. The student will be able to pick-up their device after school, after a conference with the principal.

(ii) Second violation - The device will be confiscated by the staff member and given to the principal. On the second offense, a parent will be contacted and the parent will be required to pick-up the device from the principal.

(iii) Third violation - The device will be confiscated by the staff member and given to the principal. The student will serve a One-day In School Suspension (ISS), and the parent will be required to pick-up the device from the principal. The device will remain in the principal's office until the parent picks up the device from school (even if the parent cannot come to school that day).

Further violations of this policy, and/or an unwillingness to turn in the device when requested by a staff member will be considered insubordination, and will be dealt with accordingly per handbook policy that could lead up to a short or long term suspension or expulsion.

Coaches and sponsors may develop their own expectations in addition to these rules for team activities, such as bus trips, practices, camps, and so forth.

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.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise

(commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

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.

4. 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.

5. 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 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.

6. 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.

7. 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.

8. Risks of Facebook and Similar Social Networking:

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

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

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

Here are some common sense guidelines that you should follow when using Facebook and similar social networking sites and the Internet in general:

- Don't forget that your profile and Facebook and similar social networking sites 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).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.

- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new Facebook and similar social networking sites friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to Facebook and similar social networking sites or the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, Facebook and similar social networking sites will delete your profile.

We urge all students to follow these common sense guidelines.

Section 4 Reporting Student Law Violations:

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.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall 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,

except when a minor has been taken into custody as a victim of suspected child abuse, in which case 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.

(8) 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.

(9) 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.

(10) 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. Student's photograph; and
10. School or school district the student attended before he or she enrolled in [Name] Public Schools.

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

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

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

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as

volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the 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

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

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 charge 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. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund. 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. The District will not use a debt collection agency to collect or attempt to collect, directly or indirectly, debts due or assessed to be owed for outstanding debts on a school lunch or breakfast account of any student. Nor will the District assess or collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of any student.

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.

Distribution Annually

This policy shall be provided or made available to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals. The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

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.)

Digital Equity Survey

Student Name: _____ **Grade:** _____

Question:	Internet in Residence
Is there internet access in the residence?	Yes-Internet Access in Residence
	No-Not Available
	No-Not Affordable
	No-Other
Question:	Internet Access
What is the primary type of internet service used at the residence?	Residential Broadband (DSL, Cable)
	Cellular Network
	School Provided Hot Spot
	Satellite
	Dial-Up
	Other
	None
	Community Provided WiFi
Unknown	
Question:	Internet Performance
Can the student stream videos without interruption?	Yes-No Issues
	Yes-But Not Consistent
	No
Question:	Device Access
Is the primary learning device a personal device or school-provided?	Personal-Dedicated (one person per machine)
	Personal-Shared (sharing among others in the household)
	School Provided-Dedicated
	School Provided-Shared
	None
Question:	Device Type
What device does this student most often use to complete online learning at home?	Desktop

	Tablet
	Chromebook
	Smartphone
	Other
	None
	Laptop

**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 2024-2025 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 **2024-2025** 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 **2024-2025** 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, 2024**. 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 **2024-2025** 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

Email

RECEIPT OF 2024-2025 STUDENT-PARENT HANDBOOK

This signed receipt acknowledges receipt of the 2024-2025 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

	Rate/hour	Rate/week	Rate/month	Rate/annual	Inc. for 24-25
2023-24 - 10 hours/week	\$35.00	\$350.00	\$1,400.00	\$14,000.00	
2024-25 - 10 hours/week	\$44.00	\$440.00	\$1,760.00	\$17,600.00	\$3,600.00
2024-25 - 15 hours/week	\$44.00	\$660.00	\$2,640.00	\$26,400.00	\$12,400.00
2024-25 - 18 hours/week	\$44.00	\$792.00	\$3,168.00	\$31,680.00	\$17,680.00
2024-25 - 21 hours/week (max for PD)	\$44.00	\$924.00	\$3,696.00	\$36,960.00	\$22,960.00



Produced & Distributed by Kemps.

Fluid Milk Escalator /De-escalator Clause

Future price adjustments will be predicated on the following escalator/de-escalator formula for fluid milk taking into consideration Federal Milk Market Order monthly changes in the cost of skim milk and butterfat. Expenses including fuel, energy, packaging and ingredients will also be included in monthly changes and will be communicated as to what these expenses include.

SKIM MILK:

- For each \$.10/cwt increase or decrease in the cost of skim milk, prices will adjust respectively as follows on all fat levels.

5 Gallon	-	.0430 per 5 Gallon
Gallon	-	.0086 per Gallon
8 oz.	-	.00054 per 8 oz.

BUTTERFAT:

- For each \$.10 increase or decrease in the cost of butterfat, prices will adjust respectively as follows by various fat levels.

Item	Whole (3.25%)	2%	1%	Fat Free
5 Gallon	.1395/5 Gal	.086/5 Gal	.043/5 Gal	.0045/5 Gal
Gallon	.0279/Gal	.0172/Gal	.0086/Gal	.0009/Gal
8 Oz	.0017/8 Oz	.0011/8 Oz	.0005/8 Oz	.0001/8 Oz

- **Monthly per unit adjustments will reflect a combination of the changes in skim milk and butterfat, and expenses (fuel, packaging, ingredients, resin, energy, etc.).**
- This escalator/de-escalator formula applies to all fluid milk items.

Non Fluid Milk Items

Prices bid on products other than fluid milk are for one month only, and will automatically renew at the quoted price, unless Kemps advises you of our intent to change the price as a result of a significant supplier price change.



DFA Kemps LeMars

2024-25 Dairy Bid

May 2024

Escalator Clause

LeMars Office

1345 12th Ave SW , LeMars, IA 51031

PL:

7057

Bill To:

WAYNE COMMUNITY SCHOOLS

860408

Kemps LeMars has prepared an escalator bid for your schools dairy program for the upcoming school year. Please see the below bid prices quoted for the month printed in the top right corner. **If you have any questions regarding this bid, please contact Debra Carlson at: Email: debra.carlson@kemps.com - Phone: 712-548-2200 x41805**

ORDER METHOD FOR ALL SCHOOLS WILL BE ON-LINE WEB ORDERING. WEBSITE: <https://orders.dfamilk.com>

KEMPS WILL OFFER CREDIT FOR MANUFACTURING DEFECTS ONLY AT TIME OF DELIVERY.

Milk 8OZ-HALF PINTS	Carton	Item #	Escalator
KEMPS SEL WHL ECO HP 50/CS	Paper	65378	
KEMPS SEL 2% ECO HP 50/CS	Paper	65379	
KEMPS SEL 1% ECO HP 50/CS	Paper	52266	0.3103
KEMPS SEL SKIM ECO HP 50/CS	Paper	65381	0.2923
TMOO 1% CHOC AGH FREE ECO HP 50/CS	Paper	47282	0.3311
TMOO SKIM CHOC AGH FREE HP 50/CS	Paper	45837	0.3000



Kemps Dairy Items	UOM	Item #	Escalator
KEMPS GALLON WHOLE PLASTIC 4/CS	GALLON	66351	5.6128
KEMPS GALLON 2% PLASTIC 4/CS	GALLON	66352	5.1137
KEMPS GALLON 1% PLASTIC 4/CS	GALLON	66353	4.7817
KEMPS GALLON SKIM PLASTIC 4/CS	GALLON	66354	4.4896
TRUMOO GALLON 1% CHOC PLASTIC 4/CS	GALLON	47421	5.5428
KEMPS HALF GAL WHOLE PLASTIC 9/CS	HALF GAL	66384	3.1821
KEMPS HALF GAL 2% PLASTIC 9/CS	HALF GAL	66385	2.9618
TRUMOO HALF GAL WHOLE CHOC PLASTIC 9/CS	HALF GAL	50362	3.1744
KEMPS HALF GAL BUTTERMILK 1% PLASTIC 9/CS	HALF GAL	65371	2.7199
KEMPS QUART HALF&HALF PLASTIC 16/CS	QUART	66498	2.8633
KEMPS PINT HEAVY WHIPPING CRM 36% 28/CS	PINT	66658	3.5682
KEMPS HALF GAL 5% VAN IC MIX 9/CS	HALF GAL	66444	4.2741
KEMPS GALLON OJ 100% 4/CS	GALLON	66510	8.0536
KEMPS 6OZ- 100% OJ PLASTIC 48/CS	6 OZ	68306	0.5013
Culture			
KEMPS 5LB COTTAGE CHEESE 4% SMC RD 2/BX	5 LB	66508	10.7967
KEMPS 5LB COTTAGE CHEESE 2% SMC RD 2/BX	5 LB	66507	10.9622
KEMPS SOUR CREAM PLN 4/BX	5 LB	68561	11.5410
KEMPS 16 OUNCE LIGHT SOUR CREAM 12/SLV	16 OZ	66375	3.0856
KEMPS 1OZ SOUR CREAM POUCH REG	POUCH	68386	18.9942
KEMPS 5LB YOGURT(VAN/STR/PLAIN)	5 LB	65399	10.1125
Ala Carte			
KEMPS PINT WHOLE PLASTIC 20/CS	PINT	66360	1.2707
KEMPS PINT 2% PLASTIC 20/CS	PINT	66361	1.2707
KEMPS PINT WHOLE PLASTIC 20/CS	PINT	66362	1.2706
KEMPS PINT CHOC 2% PLASTIC 20/CS	PINT	66364	1.2707
KEMPS PINT CHOC 1% PLASTIC 20/CS	PINT	66363	1.2706

Please fill in the below information, sign and return via mail, or email to debra.carlson@kemps.com along with any other competitive bids and a school calendar.

We (Please circle one) We Accept Decline

Accepting the bid..fill out the on-line ordering form and return with this signed bid.

First Day School Last Day School

Name of Food Service Director:

Food Service Phone #:

Food Service Email:

Signature:

Deliveries/week 2
Locations: 2
Coolers: 0
Ship To's: * Delivery Days and Times to be Determined*

1400561 WAYNE JR/SR HIGH SCHOOL
1400562 WAYNE WEST ELEMENTARY SCHOOL

Billing address: DFA Dairy Brands Corporate, LLC / PO BOX 776922/ CHICAGO IL 60677-6922 Phone: 800-332-6462.

No Acceptance of Standard Terms and Conditions: Notwithstanding any terms or conditions contained or referenced in this RFP, each response and submission relating to this RFP shall be subject to the condition that all terms and conditions relating to any resulting business relationship must be separately negotiated and agreed upon in a written agreement executed by both parties, which written agreement shall represent the entire and exclusive understanding and agreement between the parties as to the applicable business.

Product	Hiland 2023	Hiland 2024	Kemps 2023	*Deans/Kemps 2024	Diff
1/2 pt skim fat free choc milk	\$0.3650	\$0.3475	\$0.3089	\$0.3000	Kemps- \$0.065
1/2 pt. 1% white milk	\$0.3570	\$0.3550	\$0.2897	\$0.3103	Kemps - \$0.0447
1/2 pt. skim fat free white milk	\$0.3520	\$0.3525	\$0.2743	\$0.2923	Kemps - \$0.0602
1/2 pt. skim strawberry	\$0.3650	\$0.3475	\$0.3051		Kemps - \$0.0599
Quart Buttermilk	\$2.9900	\$2.8800	\$2.6457	\$2.7199	Kemps - \$0.1601
5 lb cottage cheese	\$10.5000	\$9.9000	\$10.5458	\$10.9622	Hiland - \$1.0622
				*Change in corpoare name	

Project:

Wayne County Early Learning
Center
903 W. 7th Street
Wayne, NE 68787

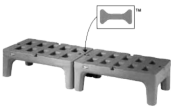
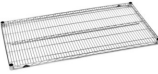



From:




Krista Seeba
Trimark Hockenbergs
14063 Cornhusker Road
Omaha, NE 68138
(402)609-5173

Project Code: 68193

Job Reference Number: 61923



TriMark will make best efforts to hold above prices for 30 days, however pricing may change due to manufacturer cost increases outside of TriMark's control. TriMark reserves the right to make any corrections or adjustments due to cost increases, errors, market fluctuations, supply chain disruptions, tariffs, third party supplier changes in cost or factors outside of TriMark's control. TriMark shall be permitted to increase Pricing without Customer's and /or its Franchisees consent. TriMark will provide reasonable written notice in the form of a final NSO quote to Customer and/or Franchisee at time Franchisee payment and signed quote. TriMark reserves the right to cancel or refuse any orders based on incorrect pricing or availability.





Item	Qty	Description	Sell	Sell Total
	1 ea	DUNNAGE RACK Metro Model No. HP2248PDMB Quick Ship - Metro Bow-Tie™ Dunnage Rack, 22" x 48" x 12"H, slotted, holds up to 3000 lb., with separate polymer tie for joining racks, Microban® antimicrobial product protection, rust & corrosion proof polymer construction, NSF	\$235.37	\$235.37
				ITEM TOTAL:
	5 ea	WIRE SHELVING Metro Model No. 2154BR Quick Ship - Super Erecta® Shelf, wire, 54"W x 21"D, Brite (zinc) finish, plastic split sleeves are included in each carton, NSF	\$55.15	\$275.75
	4 ea	74P Quick Ship - Super Erecta® SiteSelect™ Post, 74-1/2"H, adjustable leveling bolt, posts are grooved at 1" increments & numbered at 2" increments, double grooved every 8", chrome finish	\$16.02	\$64.08
				ITEM TOTAL:
	10 ea	WIRE SHELVING Metro Model No. 2148BR Super Erecta® Shelf, wire, 48"W x 21"D, Brite (zinc) finish, plastic split sleeves are included in each carton, NSF	\$46.23	\$462.30
	8 ea	74P Quick Ship - Super Erecta® SiteSelect™ Post, 74-1/2"H, adjustable leveling bolt, posts are grooved at 1" increments & numbered at 2" increments, double grooved every 8", chrome finish	\$16.02	\$128.16
				ITEM TOTAL:
	1 ea	CART, UTILITY/BUSSING Lakeside Manufacturing Model No. 543 Utility Cart, (2) shelf, shelf size 33" x 21", U-shaped frame, all-welded stainless steel construction, 700 lb. capacity, (2) 5" swivel & (2) 8" fixed casters, NSF, Made in USA	\$937.01	\$937.01
	1 ea	Casters, 5", all swivel, in lieu of standard		
	1 ea	Wall-Saver perimeter bumpers	\$346.17	\$346.17
				ITEM TOTAL:
	1 ea	TUBULAR SHELVING UNIT New Age Model No. 1048 H.D. Series Shelving Unit, 3-tier, 72"W x 24"D x 60"H, 1500 lbs. shelf capacity, 22-1/2" shelf clearance, all welded 1-1/2" aluminum tube construction, adjustable feet, NSF, Made in USA, (standard factory lead time)	\$675.59	<Alternate>
	1 ea	Lifetime guarantee against rust & corrosion. Lifetime guarantee against workmanship and material defects.		<Alternate>

Item	Qty	Description	Sell	Sell Total
			ITEM TOTAL: <Alternate>	\$675.59
5	1 ea	TUBULAR SHELVING UNIT Prairie View Industries Model No. SWB246072-3 Institutional Shelving Unit, 72"W x 24"D x 60"H, (3) all welded square bar shelves, 1500 lb. capacity per shelf, heavy duty aluminum construction, NSF (ships LTL)	\$567.12	\$567.12
				
			ITEM TOTAL:	\$567.12
6		SPARE NO.		
7	1 ea	CART, UTILITY/BUSSING Lakeside Manufacturing Model No. 544 Utility Cart, open, (3) shelf, shelf size 33" x 21", U-shaped frame, all-welded stainless steel construction, 700 lb. capacity, (2) 5" swivel & (2) 8" fixed casters, NSF, Made in USA	\$1,030.38	\$1,030.38
				
	1 ea	Casters, 5", all swivel, in lieu of standard		
	1 ea	Wall-Saver perimeter bumpers	\$346.17	\$346.17
			ITEM TOTAL:	\$1,376.55
8	1 ea	PRE-RINSE FAUCET ASSEMBLY T&S Brass Model No. B-2117 Special Equipment Washer, spray unit, 8" center wall mounted mixing faucet, 1/2" NPT female eccentric flanged inlets, B-2173 soap injector valve on-off feature to switch from soap to water & vice versa, 12 foot flex. stainless steel hose	\$760.73	\$760.73
				
			ITEM TOTAL:	\$760.73
9	1 ea	MOBILE WORK TABLE 30" X 54" W/ DRAWER Russco Model No. MOBILE WORK TABLE 30" X 54" Quote Letter # 00023255 MOBILE WORK TABLE 30" X 54" W/DRAWER 1. 54L x 34H x 30D 2. Open Base 3. Legs: four pair 4. One Drawer: 20W x 5D, with lock, centered horizontally 5. Removable Undershelf 6. Swivel Casters: 5 inch, all with brakes	\$2,060.61	\$2,060.61
			ITEM TOTAL:	\$2,060.61
10	1 ea	WALL CABINET Russco Model No. WALL CABINET WALL CABINET 54"L X 15" F-B X 28"H-NO DOORS	\$2,556.10	\$2,556.10



Item	Qty	Description	Sell	Sell Total
		1. 54L x 28H x 15D 2. Intermediate Shelf 3. No Doors 4. Slope Top 5. Mounting Height: bottom of cabinet 56 inches A.F.F.		
			ITEM TOTAL:	\$2,556.10
11	1 ea	WALK IN COMBINATION COOLER FREEZER, REMOTE Thermo-Kool Model No. WALK IN FREEZER Quote # Q43359-34 THERMO-KOOL Walk-in Freezer 8' 0" x 8' 0" x 9' 2" High Insulation: 4" DURATHANE, all-urethane foamed-in-place (Class 1) Exposed Exterior: White Stucco Aluminum Unexposed Exterior: Stucco Aluminum Interior: White Stucco Aluminum Interior Floors: 1/8" Aluminum Treadplate DURA-FLOOR with foamed in 3/4" Marine Plywood *FLOOR PANELS NOT DESIGNED FOR ROLLING TRAFFIC OR PALLET JACK USE* Freezer with Floor - recessed by 4" (1) 36" x 78" Flush Mounted Entrance Door(s), with hardware, Pilot light & switch assembly, vapor proof light & dial thermometer. NSF LISTED (1) No dial thermometer at door(s) (1) Door(s) with (3) Hinges per door (1) K-27C deadbolt locking handle (1) Kason # 1806 LED light fixture at door(s) (1) Thermo-Kool TK4700HL walk-in monitor system with TK4 panic switch, motion detector, battery backups, dry contacts, thermostatically controlled heater wires and built-in USB 2.0, HACCP compliant (1) 36"H 1/8" Aluminum Treadplate kickplates int & ext (1) CCI model QM-806-33 vinyl strip curtain w/ 6" strips (1) Pressure relief vent(s) (1) 48" LED light fixture(s) w/ bulbs Trim (1) Row of vinyl bumper rails on exposed exterior (shipped loose) (1) Toggle switch to control ceiling lights. Temp alarm to control door frame light	\$19,159.84	\$19,159.84
			ITEM TOTAL:	\$19,159.84
12/12 A	1 ea	REFRIGERATION SYSTEM, REMOTE	\$11,948.16	\$11,948.16

Item	Qty	Description	Sell	Sell Total
		Thermo-Kool Model No. REMOTE REFRIGERATION SYSTEM Quote # Q43359-34		
		3 HP, Remote Pre Assembled Refrig. System Model BCH0030LCBCZ 208-230/60/3 Low Temperature, base, weather hood, winter controls, Scroll, Air-cooled, R448A, No Defrost Provisions (15 MCA, 20 MOPD, 9.9 Compressor RLA) with BELO100BS6EEA 208-230/60/1 coil (1.0 fan amps, 9.1 heater amps) with Single Speed EC motor and intelliGen Controller. Accessories: 1 ea Hail guards.		
		Compressor warranty		
			ITEM TOTAL:	\$11,948.16
13	1 ea	STRIP VINYL CURTAIN CCI Industries Model No. STRIP VINYL CURTAIN 1. CCI Industries - Cool Curtain Strip Door QM-806-33 2. Quick Mount 3. 41W x 82H (36W x 78H Door Opening) 4. Low Temperature Application 5. Clear Strips: 6 inches W x .08 inch thick 6. Overlap: 33% 7. Flat Universal Mounting Bar: mounted 6 inches above top of door opening 8. Verify freezer door opening size (width and height), before ordering	\$183.80	\$183.80
			ITEM TOTAL:	\$183.80
14	10 ea	WIRE SHELVING Metro Model No. 2142NK3 Quick Ship - Super Erecta® Shelf, wire, 42"W x 21"D, Metroseal™ Green epoxy-coated corrosion-resistant finish with Microban® antimicrobial protection, plastic split sleeves are included in each carton, NSF	\$60.97	\$609.70
	8 ea	63UPK3 Quick Ship - Super Erecta® SiteSelect™ Post, 61-13/16"H, for use with stem casters, Metroseal 3 Green epoxy coated corrosion-resistant finish with Microban® antimicrobial protection	\$17.29	\$138.32
	4 ea	5M Quick Ship - Super Erecta® Stem Caster, swivel, 5" dia., 1-1/4" face, 200 lb. capacity, resilient rubber flat wheel tread, includes bumper	\$18.02	\$72.08
	4 ea	5MB Quick Ship - Super Erecta® Stem Caster, swivel (with foot operated brake), 5" dia., 1-1/4" face, 200 lb. capacity, resilient rubber flat wheel tread, includes bumper	\$21.66	\$86.64
			ITEM TOTAL:	\$906.74


Item	Qty	Description	Sell	Sell Total
15	2 ea	TUBULAR SHELVING UNIT New Age Model No. 1031 H.D. Series Shelving Unit, 2-tier, 42"W x 24"D x 48"H, 1500 lbs. shelf capacity, 34-1/2" shelf clearance, all welded 1-1/2" aluminum tube construction, adjustable feet, NSF, Made in USA, (standard factory lead time)	\$371.55	<Alternate>
				
	2 ea	Lifetime guarantee against rust & corrosion. Lifetime guarantee against workmanship and material defects.		<Alternate>
			ITEM TOTAL: <Alternate>	\$743.10
15	2 ea	TUBULAR SHELVING UNIT Prairie View Industries Model No. SWB244842-2 Institutional Shelving Unit, 42"W x 24"D x 48"H, (2) all welded square bar shelves, 1500 lb. capacity per shelf, heavy duty aluminum construction, NSF (ships LTL)	\$313.02	\$626.04
				
			ITEM TOTAL:	\$626.04
16	1 ea	WORK TABLE WITH SINK Russco Model No. SINK WORK TABLE SINK WORK TABLE 30" X 96" W/1 SINK & 1 DRAWER 1. 96L x 34H x 30D 2. Open Base 3. Legs: three pair, with flanged feet at left pair 4. No Front Rail at left section (space for waste receptacle). 5. Sink: 18L x 12H x 20D, centered 43 inches from left end. 6. Pre-Rinse/Faucet Assembly: see Item 17 7. One Waste: 2 inch brass with twist lever handle drain 8. Counter shall have a 3/8 inch inverted vee marine edge at front and right end. 9. Provide hole for deck mounted Pre-Rinse/Faucet Assembly (Item 17) behind sink compartment. 10. One Drawer: 20W x 5D, with lock, centered 22 inches from right end 11. Removable Undershelf: 38L, right end 12. Provide white polyethylene portable cutting board (18W x 24D x 3/4T) and stainless steel holder slide angles mounted below drawer housing.	\$3,942.74	\$3,942.74
	1 ea	T&S Brass B-3950 Waste Valve, twist handle, 3-1/2" sink opening, 2" drain outlet with 1-1/2" adapter (replaces B-3912, B-3916)	\$72.77	\$72.77
			ITEM TOTAL:	\$4,015.51
17	1 ea	MINI PRE-RINSE FAUCET ASSEMBLY	\$428.10	\$428.10



Item	Qty	Description	Sell	Sell Total
		T&S Brass Model No. MPZ-2DLN-06-CR Mini Pre-Rinse Unit, spring action, 6" swing nozzle, ceramas, lever handles		
			ITEM TOTAL:	\$428.10
18	1 ea	SHELVING, WALL MOUNTED Advance Tabco Model No. WS-10-36-16 Shelf, wall-mounted, 36"W x 10"D, 1-5/8" bullnose front edge, 1-1/2"H rear up-turn, 16/304 satin finish stainless steel, NSF	\$230.26	\$230.26
				
MOUNTING HEIGHT: TOP OF SHELF 54 INCHES A.F.F.				
			ITEM TOTAL:	\$230.26
19	2 ea	COMMERCIAL WASTE CONTAINER Rubbermaid Commercial Products Model No. FG352600GRAY Packed 6 ea BRUTE® Container, square, without lid, 28 gallon, 21-1/2"D x 22-1/2"H, nesting handles, rounded corners & smooth contours, plastic construction, gray, NSF, Made in USA	\$50.64	\$101.28
				
	2 ea	FG352700GRAY BRUTE® Container Lid, square, 22"D x 2"H, for 3526 container, tight-fitting, gray, NSF, Made in USA	\$18.09	\$36.18
	2 ea	FG353000BLA BRUTE® Dolly, square, 17-1/4"D x 6-1/4"H, for 3526 and 3536 containers, 250 lb. capacity, black, NSF, Made in USA	\$82.34	\$164.68
			ITEM TOTAL:	\$302.14
20	1 ea	REACH-IN REFRIGERATOR True Mfg. - General Foodservice Model No. STA2R-2S-HC SPEC SERIES® Refrigerator, reach-in, two-section, (2) stainless steel doors with locks, cam-lift hinges, digital temperature control, (6) chrome shelves, LED interior lights, stainless steel front & sides, aluminum interior sides & walls, stainless floor & ceiling, 5" castors, R290 Hydrocarbon refrigerant, 1/2 HP, 115v/60/1-ph, 5.9 amps, NEMA 5-15P, cULus, UL EPH Classified, Made in USA, ENERGY STAR®	\$7,730.67	\$7,730.67
				
	1 ea	7 year compressor warranty, 7 years parts warranty, 7 year labor warranty, standard. Visit www.truemfg.com for specifics.		
	1 ea	Left door hinged left, right door hinged right standard		
	1 ea	(3) chrome shelves & shelf supports standard per section		
	4 ea	Chrome plated shelf (includes shelf clip supports) (specify for left, center or right section, if applicable), each	\$169.46	\$677.84
	1 st	5" castors (set of 4), standard		
			ITEM TOTAL:	\$8,408.51
21		SPARE NO.		



Item	Qty	Description	Sell	Sell Total
22	1 ea	UNIVERSAL PAN RACK Cres Cor Model No. 2736512/1818 Rack, roll-in refrigerator, extruded angle ledge pan supports welded to frame, (18) 18" x 26" trays or (18) 12" x 20" pans capacity, 3" centers, aluminum extruded angles welded in place on 3" centers, fully welded Hi-Tensile aluminum frame construction, (4) 5" swivel casters (2) braked, NSF	\$1,009.83	\$1,009.83
	1 ea	Standard Warranty: 3 year parts, 1-year labor warranty, lifetime guarantee against rust & corrosion		
	1 ea	1405 000 Perimeter Bumper, add 2" to OA dimensions, non-marking, gray	\$312.48	\$312.48
			ITEM TOTAL:	\$1,322.31
23	1 ea	CONVECTION STEAMER, ELECTRIC, BOILERLESS AccuTemp Model No. E62083E150 DBL (QUICK SHIP) Two Connected Evolution™ Boilerless, Convection Steamers, featuring Steam Vector Technology, electric, holds (6) 12"x 20"x 2-1/2" each compartment, deep pans, Digital Controls, water & drain connection needs plumbed, warranty NOT voided by water quality, NO water filtration required, 15kW, (2) 208/60/3ph, (2) 5' cords & NEMA 15-50P, cULus, UL EPH Classified, Made in USA, ENERGY STAR® (Includes stand in configuration of choice)	\$22,790.86	\$22,790.86
	1 ea	1 year parts & labor warranty, standard		
	1 ea	Lifetime service and support guarantee		
	1 ea	Alternate voltages available, contact factory for details		
	1 ea	Door hinged on right standard		
	1 ea	SNH-20-01 - Support Stand, for double stacked Steam'N'Hold or Evolution units, Ergo-low mounting height: 8-7/8" lowest unit height, stainless steel, with adjustable bullet feet in lieu of std		
	2 ea	Dormont W75BP2Q36 Dormont Hi-PSI® Water Connector Hose, 3/4" dia., 36" long, covered with stainless steel braid, coated with gray antimicrobial PVC, brass two-way Quick Disconnect coupling, max pressure: 150psig, 2-year warranty	\$216.44	\$432.88
	2 ea	Dormont LF90-4142GH BIB Garden Hose Adapter, 3/4" NPT	\$5.35	\$10.70
			ITEM TOTAL:	\$23,234.44
24	1 ea	CONVECTION OVEN, GAS Blodgett (Middleby) Model No. DFG-100 DBL-K12 Convection Oven, gas, double-deck, standard depth, capacity (5) 18" x 26" pans per compartment, (SSD) solid state digital controls, 2-speed fans, interior light, simultaneous operated doors with glass, stainless steel front, sides & top, 6" stainless steel legs, flue connector, (2) 1/2 HP, 55,000 BTU each, cETL, NSF, CE	\$23,497.60	\$23,497.60
	1 ea	Quick Ship items have limited configurations & that standard configuration may not apply. Contact factory for details		


Item	Qty	Description	Sell	Sell Total
	1 ea	3 year parts, 2 year labor and 2 additional year door warranty (parts only), standard		
	1 ea	Start-Up option to all the convection and deck ovens (Does not included assembly or installation of any components) (NET)	\$476.00	\$476.00
	1 ea	Natural gas		
	2 ea	115v/60/1-ph, 6.0 amps, 1/2 hp, 2-wire with ground, NEMA 5-15P (per deck), standard		
	1 ea	SSI-M Top Oven: Solid State infinite control with 60 min. manual timer		
	1 ea	SSI-M Bottom Oven: Solid State infinite control with 60 min. manual timer		
	1 ea	Draft diverter		
	1 st	4" low profile plate casters (set)	\$201.60	\$201.60
	1 ea	NOTE: DO NOT deduct cost of standard legs		
	1 ea	Gas manifold	\$187.26	\$187.26
		Dormont by others, not included in pricing		
	1 ea	Dormont 1675BPQ2SR48PS Dormont Blue Hose™ Moveable Gas Connector Hose Assembly, 3/4" inside dia., 48" long, covered with stainless steel braid, coated with blue antimicrobial PVC, (1) SnapFast® QD, (2) Swivel MAX®, (1) pair Safety Set® with adhesive foam tape and hardware mounting options, limited lifetime warranty	\$362.74	\$362.74
		ITEM TOTAL:		\$24,725.20
25	1 ea	CART, UTILITY/BUSSING	\$324.63	\$324.63
		Lakeside Manufacturing Model No. 422 Utility Cart, 3-tier, open base, 500 lbs capacity, 18" x 27" shelf size, 11-1/2" shelf clearance, sound deadening panels, (1) push handle with bumpers, (2) bumpers on front legs, galvanized steel dolly frame, stainless steel construction, 4" swivel casters, Made in USA		
				
	1 ea	Casters, 4" swivel, standard		
	1 ea	Wall-Saver strip bumpers	\$150.34	\$150.34
		ITEM TOTAL:		\$474.97
26/26 A	1 ea	HOT WATER DISPENSER	\$3,608.08	\$3,608.08
		Hatco Model No. AWD-12 Atmospheric Hot Water Dispenser, countertop design, 12-gallon capacity, automatic fill, pushbutton portion control, low water cut-off, electronic temp. control with digital display, stainless steel tank & base, cULus, UL EPH Classified, Made in USA		
				
	1 ea	208V/60/1-Ph, 5.0 kW		
	1 ea	AWD-L6 NEMA L6-30P locking cap in lieu of NEMA 6-30P, (available at time of purchase only)	\$12.32	\$12.32
	1 ea	AWD-PLUMB 3 ft. rubber drain hose with 10 ft. 1/4" inlet tubing	\$51.52	\$51.52



Item	Qty	Description	Sell	Sell Total
	1 ea	AWD-FILTER Water filtration system with 10' of 1/4" tubing & fittings	\$331.52	\$331.52
		MOUNT ITEM BELOW ITEM 26. MOUNTING HEIGHT FOR COLD WATER SUPPLY CONNECTION SHALL BE 26 INCHES A.F.F.		
	1 ea	AWD-WALLMOUNT Wall Mounting Shelf, for AWD	\$308.56	\$308.56
		ITEM TOTAL:		\$4,312.00
27	1 ea	WORK TABLE WITH SINK Russco Model No. SINK WORK TABLE 1.76L x 34H x 30D 2. Enclosed Body: 28L, right end 3. Open Base: 48L, left end 4. No Front Rail: at middle 15 inch section (space for waste receptacle) 5. Legs: four pair 6. Sink: 18L x 12H x 20D, centered 15 inches from right end 7. Faucet: T and S Brass B-1120-CR-LN, modified with B-2387 swivel spout. 8. One Waste: basket strainer with 1-1/2 inch tailpiece 9. One Drawer: 20W x 5D, with lock centered 18 inches from the left end 10. Removable Undershelf: 30L, at left end 11. Access Panel: 24L, below sink on west side	\$5,096.08	\$5,096.08
	1 ea	T&S Brass B-1120-CR-LN Workboard Faucet (Less Nozzle), deck mount with 8" centers, quarter-turn Cerama cartridges with check valves, lever handles with color-coded indexes, swivel outlet (accepts T&S nozzles), includes tailpieces & nuts for 1/4" NPT male connection, chrome-plated brass faucet body, 1/2" NPT male inlets, CSA, ADA Compliant	\$97.54	\$97.54
	1 ea	T&S Brass B-2387 High-Arc Swivel Gooseneck with Cube Style Aerator Outlet (2.2 GPM)	\$98.32	\$98.32
		ITEM TOTAL:		\$5,291.94
28	1 ea	WALL CABINET Russco Model No. WALL CABINET WALL CABINET 42"L X 15" F-B X 28"H 1. 42L x 28H x 15D 2. Intermediate Shelf 3. Hinged Doors: one pair, with locks 4. Slope Top 5. Mounting Height: bottom of cabinet 56 inches A.F.F.	\$2,252.90	\$2,252.90
		ITEM TOTAL:		\$2,252.90
29	1 ea	TRASH RECEPTACLE, INDOOR	\$68.62	\$68.62

Item	Qty	Description	Sell	Sell Total
		Rubbermaid Commercial Products Model No. FG354060GRAY Packed 4 ea Slim Jim® Container, 23 gallon, 22"W x 11"D x 30"H, with venting channels, molded-in handles, general purpose waste, open type without lid, high-impact plastic construction, gray, Made in USA		
	1 ea	FG267400BLA Slim Jim® Hinge Lid, for Slim Jim® Container, folds flat while in use and completely covers waste when closed; complies with Health & Human Services Standard 5-501.113 of the 2005 FDA Food Code, black	\$57.18	\$57.18
			ITEM TOTAL:	\$125.80
30	1 ea	CAN OPENER Edlund Model No. 270/115V Can Opener, electric, for heavy volume, 2-speed motor, knife and gear assemblies that are removable for cleaning, recommended for up to 200 cans per day, cULus, CE, NSF certified, 115v/60/1-ph, 1.5 amp	\$1,648.85	\$1,648.85
	1 ea	3 year limited warranty, standard		
			ITEM TOTAL:	\$1,648.85
31	2 ea	MICROWAVE OVEN, SHELF Channel Manufacturing Model No. MWS1824 Shelving, Microwave Wall Shelving, 24"W x 18"D, Stainless Steel Construction, 15lbs. (ITEM WEIGHT ONLY)	\$221.21	<Alternate>
	2 ea	Lifetime warranty against rust and corrosion **MOUNTING HEIGHT: TOP OF SHELF 50 INCHES A.F.F.**		<Alternate> <Alternate>
			ITEM TOTAL: <Alternate>	\$442.42
31	2 ea	MICROWAVE OVEN, SHELF Advance Tabco Model No. MS-18-24-EC-X Special Value Microwave Shelf, wall-mounted, 24"W x 18"D, stainless steel, NSF	\$219.52	\$439.04
		MOUNTING HEIGHT: TOP OF SHELF 50 INCHES A.F.F.		
			ITEM TOTAL:	\$439.04
32	2 ea	MICROWAVE OVEN Sharp Model No. R-21LVF Microwave Oven, medium duty, 1000 watts, 1.0 cu. ft. capacity, stainless steel door, cavity, and outer wrapper, digital programmable controls, durable side-hinged see-thru door, Express Defrost™, (1) power level, (10) computerized touch pads, double quantity, 120v/60/1-ph, 14 amp, NEMA 5-15P, UL, NSF	\$317.52	\$635.04
	2 ea	Warranty: 1 year parts, labor & travel, 3 years on Magnetron,		

Item	Qty	Description	Sell	Sell Total
		standard **LOCATE ON ITEM 31 IN ROOM 113**		
			ITEM TOTAL:	\$635.04
32	1 ea	MICROWAVE OVEN Panasonic Model No. NE-1064F PRO Commercial Microwave Oven, 1000 Watts, 0.8 cu. ft. capacity, (6) power levels, 2- & 3-stage cooking, 20 program memory capacity, touch control pad with Braille, 99-minute timer, programmable and manual operation, program list/cycle counter, self diagnostics, tone control, bottom energy feed, interior light, see-through door with "grab & go" handle, stainless steel front, cabinet & cavity, 120v/60/1-ph, 13.4 amps, cord, NEMA 5-15P, cULus, NSF	\$622.72	<Alternate>
				
	1 ea	1 year parts & labor warranty (or 18,000 cycles) which ever comes first and 3 year magnetron warranty (or 54,000 cycles) which ever comes first **LOCATE ON ITEM 31 IN ROOM 113**		<Alternate>
			ITEM TOTAL: <Alternate>	\$622.72
33	1 ea	HEATED CABINET, HALF-HEIGHT Cres Cor Model No. H339UA8C Cabinet, Mobile Heated, half-height, insulated, universal slides for 12" x 20" thru 18" x 26" pans, capacity 8 sets, anti-microbial latches, analog thermometer, aluminum construction, (4) heavy duty 5" swivel casters (2) braked, cCSAus, CSA	\$4,197.13	\$4,197.13
				
	1 ea	Standard Warranty: 1 year labor, 2 years parts warranty		
	1 ea	120v/60/1-ph, 900 watts, 7.5 amp, standard		
	8 st	Wire stainless steel angles, in lieu of standard universal angles, priced per set	\$21.35	\$170.80
	1 ea	Right-hand door swing, standard		
	1 ea	1405 000 Perimeter Bumper, add 2" to OA dimensions, non-marking, gray	\$312.48	\$312.48
	1 ea	1265 000 SIDE Bail Handle Kit, side mounted (4 per kit)	\$312.48	\$312.48
	1 st	5" polyurethane casters, set of 4	\$128.12	\$128.12
			ITEM TOTAL:	\$5,121.01
34	1 ea	MOBILE HOT/ PROOF CABINET FWE / Food Warming Equipment Co., Inc. Model No. PH-1826-18 MODEL#:PH-1826-18; SERIES:PROOFER HEATED HOLDING CABINET; COUNTRY:UNITED STATES; VOLTS:120 VOLTS; CONTROL PANEL:MECHANICAL THERMOSTAT 190 DEG; CASTERS:5" ALL SWIVEL EZ POLY 2 W/BRK; BOTTOM BUMPER:FULL BUMPER;	\$6,089.15	\$6,089.15

Item	Qty	Description	Sell	Sell Total
		HINGING:RIGHT HAND FIELD REVERSIBLE; DOORS (CONTROL SIDE):DUTCH GLASS DOORS; DOOR HINGE:EDGEMOUNT HINGE; DOOR LATCH:ANTIMICROBIAL SANIGUARD GRIPS; HANDLES:RECESSED HAND GRIPS; SLIDES/RACKS:12 PR ADJ TRAY SLIDES AT 4.5"; WATTS:1250/350 @1650 5-15P PLUG; MISC OPTIONS:TRI DIRECTIONAL CORD,STAINLESS STEEL TRAY SLIDES,TRAY SLIDES EXTRA 3 PR; WARRANTY:5 YR PARTS 1 YR LABOR WARRANTY; CRATING:STANDARD PACKAGING; LABELS:HOT WATER WARNING-1,120 WARNING ELECTRICAL SHOCK-1; SERIAL TAG:LOGO - FWE,CERT - NY MEAA,CERT - UL 530L,CERT - ULEPHSTOR;		
			ITEM TOTAL:	\$6,089.15
35	1 ea	MILK COOLER	\$4,951.40	<Alternate>
		 Continental Refrigerator Model No. MC5NSSS Milk Cooler, 58" long, single access, forced air cooling, (16) 13" x 13" x 11" or (10) 19" x 13" x 11" crate capacity, door cylinder security lock, electronic control with digital display, hi-low alarm, hi/low temperature alarm, stainless steel interior & exterior, floor drain, (4) 5" swivel casters with front locking brakes, R290 Hydrocarbon refrigerant, 1/3 HP, cETLus, NSF		
	1 ea	Standard warranty (for the United States & Canada Only): 6 year parts and labor; additional 1 year compressor part		<Alternate>
	1 ea	115v/60/1-ph, 7.6 amps, cord, NEMA 5-15P, standard		<Alternate>
			ITEM TOTAL: <Alternate>	\$4,951.40
35	1 ea	MILK COOLER	\$4,453.66	\$4,453.66
		 True Mfg. - General Foodservice Model No. TMC-58-S-SS-HC Mobile Milk Cooler, forced-air, (16) 13" x 13" x 11-1/8" crate capacity, stainless steel drop front/hold-open flip-up lid with lock, 33 - 38°F temperature range, (3) heavy-duty floor racks, digital thermometer, stainless exterior, stainless steel interior & floor, 4" castors, R290 Hydrocarbon refrigerant, 1/5 HP, 115v/60/1-ph, 2.7 amps, NEMA 5-15P, cULus, UL EPH Classified, Made in USA, ENERGY STAR®		
	1 ea	7 year compressor warranty, 7 years parts warranty, 7 year labor warranty, standard. Visit www.truemfg.com for specifics.		
	1 ea	Self-contained refrigeration standard		
	1 ea	4" Castors, standard		
			ITEM TOTAL:	\$4,453.66
36	2 ea	TRAY RACK DISPENSER	\$3,291.27	<Alternate>

Item	Qty	Description	Sell	Sell Total
		Delfield Model No. TT2-1014 Dispenser, Tray, open frame mobile design, dual self-elevating tray platforms, for 11" x 15" trays, 4" casters, NSF		
	2 ea	Introducing: Freight Made Simple		<Alternate>
		6% on Single purchase orders shipping to one location**. Liftgate & inside delivery not included. Nationwide Freight*		
		*Continental United States only		
		**6% Must be manually calculated on your purchase order total, \$200 minimum.		
		If you have any questions, please contact Customer Service at 1- 800-733-8948		
	2 ea	0460000N 1 year parts & labor warranty, standard		<Alternate>
			ITEM TOTAL: <Alternate>	\$6,582.54
36	2 ea	TRAY RACK DISPENSER Piper Products/Servolift Eastern Model No. PT/1014MO2 Mobile Tray Dispenser, solid bottom, self-leveling, double stack, holds (300) 10-3/4" x 15-1/4" trays, with corner bumpers, stainless steel all tubular frame, NSF	\$2,459.02	\$4,918.04
	2 ea	1 year warranty parts and labor from date of purchase		
			ITEM TOTAL:	\$4,918.04
37	1 ea	HOT FOOD SERVING COUNTER / TABLE Duke Manufacturing Model No. E305-25PG AeroServ™ Hot Food Unit, electric, 74"W x 24.5"D x 36"H, 20ga stainless steel top, (5) stainless steel heat wells, drains, copper manifolds, (1) valve, infinite controls, paint grip steel body and undershelf, 6" stainless steel legs & adjustable feet, cULus, UL EPH Classified (NOTE: Electric values & plug configurations change for 3 phase or when adding electric options - Contact Factory for more info)	\$4,207.39	\$4,207.39
	1 ea	E30525-208-1 208v/60/1-ph, 4500 watts, 21.6 amps		
	1 ea	217120 Sky Blue powder coat paint finish		
	1 ea	MOD-14-2 14ga stainless steel top, in lieu of standard	\$153.22	\$153.22
	1 ea	ILD Internal Locking Device (on both ends), stainless steel pin & latch line up device under countertop, per unit price (Note: Units required to be portable)	\$217.73	\$217.73
	1 ea	SOLID-HD-5CU Tray Slide, customer's side, 74" W x 12-1/4" D, solid stainless steel, on hinged brackets, with (2) 1/8" die-formed	\$1,092.67	\$1,092.67

Item	Qty	Description	Sell	Sell Total
		rubbing tracks, & mounted 34" high (specify any special height)		
	1 ea	442-5S-HD-OP Cutting Board/Shelf, operator's side, 7"D, 18ga stainless steel shelf, (3) hinged brackets, shelf mounted flush to counter top (Specify any special height)	\$1,159.20	\$1,159.20
	1 st	ACA-SET4 Casters, set of 4, 5" dia. swivel type, all with brakes, polyurethane tire, in lieu of standard legs, this may require cord & plug option (cord & plug must be added to hot food units to meet U.L.)	\$491.90	\$491.90
	1 ea	CORD 6 ft. cord & plug	\$43.34	\$43.34
	1 ea	TS560-74 Thurmaduke™ Designer Sneeze Guard, 73-3/4"W x 13"D x 18"H, service style, flip-up front glass, painted end panels & shelf & 1/4" acrylic end guards, cULus, UL EPH Classified	\$2,758.90	\$2,758.90
	1 ea	SCPC Standard Color Powder Coat Paint		
	1 ea	217120 Sky Blue powder coat paint finish		
	1 ea	SCPC Standard Color Powder Coat Paint		
	1 ea	217120 Sky Blue powder coat paint finish		
	1 ea	LED-5 ***LED*** Lights, mounted under shelf, wired to base, for 72-1/2" long models, 120v/60/1-ph	\$1,212.62	\$1,212.62
	1 ea	444 Integral dish shelf with controls and master on/off switch	\$593.71	\$593.71
	1 ea	Glass end enclosures	\$126.00	\$126.00
	1 ea	MOD-CUST Custom Height Body, per unit *31" Height*	\$361.87	\$361.87
			ITEM TOTAL:	\$12,418.55
38	2 ea	ADAPTER PLATE Vollrath Model No. 19199 Sheet Pan Adaptor Plate, for 4-Series Signature Server®, accommodates full size sheet pan & fits over (2) hot wells, stainless steel, Made in USA (Refer to vollrathfoodservice.com for full warranty policy)	\$240.56	\$481.12
				
			ITEM TOTAL:	\$481.12
39	1 ea	SERVING COUNTER, UTILITY Duke Manufacturing Model No. 308-25PG AeroServ™ Solid Top Unit, utility counter, 32"W x 24-1/2"D x 36"H, 20 gauge stainless steel top, paint grip steel body, paint grip steel intermediate & bottom shelf, 6"H stainless steel legs with adjustable feet, NSF	\$2,310.34	\$2,310.34
				
	1 ea	217120 Sky Blue powder coat paint finish		
	1 ea	MOD-14-2 14ga stainless steel top, in lieu of standard	\$153.22	\$153.22
	1 ea	ILD Internal Locking Device (on both ends), stainless steel pin & latch line up device under countertop, per unit price (Note: Units required to be portable)	\$217.73	\$217.73
	1 ea	SOLID-HD-2CU Tray Slide, customer's side, 32" W x 12-1/4" D, solid stainless steel, on hinged brackets, with (2) 1/8" die-formed	\$556.42	\$556.42


Item	Qty	Description	Sell	Sell Total
		rubbing tracks, & mounted 34" high (specify any special height)		
	1 st	ACA-SET4 Casters, set of 4, 5" dia. swivel type, all with brakes, polyurethane tire, in lieu of standard legs, this may require cord & plug option (cord & plug must be added to hot food units to meet U.L.)	\$491.90	\$491.90
	1 ea	CORD 6 ft. cord & plug	\$43.34	\$43.34
	1 ea	TDST-X-1 For special length not listed (maximum one-piece length of 88"): To next longer standard unit price...ADD (for TST models) *24" Length*	\$361.87	\$361.87
	1 ea	TS580-32-1SN Thurmaduke™ Designer Sneeze Guard, 31-3/4"W x 16-1/2"D x 24"H, (1) sided self-service style, 2-tier with glass shelves, adjustable front glass, painted end panels & 1/4" acrylic end guards (NOTE: upper deck for wrapped food only), cULus, UL EPH Classified	\$2,947.39	\$2,947.39
	1 ea	SCPC Standard Color Powder Coat Paint		
	1 ea	217120 Sky Blue powder coat paint finish		
	1 ea	SCPC Standard Color Powder Coat Paint		
	1 ea	217120 Sky Blue powder coat paint finish		
	1 ea	MOD-SPL Special length overshef, to next longest size, ADD *24" Length*	\$366.91	\$366.91
	1 ea	LED-2 LED light under shelf, wired to base, 120v/60/1-ph (this may require cord & plug option)	\$806.40	\$806.40
	1 ea	Glass end enclosures	\$126.00	\$126.00
	1 ea	MOD-CUST Custom Height Body, per unit *31" Height*	\$361.87	\$361.87
			ITEM TOTAL:	\$8,743.39
40	1 ea	SERVING COUNTER, UTILITY Duke Manufacturing Model No. 310-25PG AeroServ™ Solid Top Unit, utility counter, 60"W x 24-1/2"D x 36"H, 20 gauge stainless steel top, paint grip steel body, paint grip steel intermediate & bottom shelf, 6"H stainless steel legs with adjustable feet, NSF	\$2,833.49	\$2,833.49
	1 ea	217120 Sky Blue powder coat paint finish		
	1 ea	MOD-14-4 14ga stainless steel top, in lieu of standard	\$255.02	\$255.02
	1 ea	SOLID-HD-4CU Tray Slide, customer's side, 60" W x 12-1/4" D, solid stainless steel, on hinged brackets, with (2) 1/8" die-formed rubbing tracks, & mounted 34" high (specify any special height)	\$875.95	\$875.95
	1 st	ACA-SET4 Casters, set of 4, 5" dia. swivel type, all with brakes, polyurethane tire, in lieu of standard legs, this may require cord & plug option (cord & plug must be added to hot food units to meet U.L.)	\$491.90	\$491.90
	1 ea	CORD 6 ft. cord & plug	\$43.34	\$43.34
	1 ea	TS580-60-1SN Thurmaduke™ Designer Sneeze Guard, 59-3/4"W x 16-1/2"D x 24"H, (1) sided self-service style, 2-tier with glass	\$3,584.45	\$3,584.45



Item	Qty	Description	Sell	Sell Total
		shelves, adjustable front glass, painted end panels & 1/4" acrylic end guards (NOTE: upper deck for wrapped food only), cULus, UL EPH Classified		
	1 ea	SCPC Standard Color Powder Coat Paint		
	1 ea	217120 Sky Blue powder coat paint finish		
	1 ea	SCPC Standard Color Powder Coat Paint		
	1 ea	217120 Sky Blue powder coat paint finish		
	1 ea	Glass end enclosures	\$126.00	\$126.00
	1 ea	MOD-CUST Custom Height Body, per unit *31" Height*	\$361.87	\$361.87
			ITEM TOTAL:	\$8,572.02
41	1 ea	SERVING COUNTER, COLD FOOD Duke Manufacturing Model No. 316-25PG-N7 AeroServ™ Cold Pan Unit, 60"W x 24-1/2"D x 36"H, 20 ga stainless steel top, (4) pan size, self-contained refrigeration, 8" deep, 56-1/2"W x 21-3/4"D stainless liner, 1" brass drain & plug, paint grip steel body & undershelf, 6"H stainless steel legs & adjustable feet, cord & plug, 120v/60/1-ph, 1/4 HP, 6.78 amps, R448a, NEMA 5-15P, CULus, UL EPH Classified	\$7,879.54	\$7,879.54
	1 ea	217120 Sky Blue powder coat paint finish		
	1 ea	FB-4 False Bottom, 1/2" deep, sectional, stainless steel, for unit with (4) full size pan opening	\$280.22	\$280.22
	1 ea	MOD-14-4 14ga stainless steel top, in lieu of standard	\$255.02	\$255.02
	1 ea	ILD Internal Locking Device (on both ends), stainless steel pin & latch line up device under countertop, per unit price (Note: Units required to be portable)	\$217.73	\$217.73
	1 ea	SOLID-HD-4CU Tray Slide, customer's side, 60" W x 12-1/4" D, solid stainless steel, on hinged brackets, with (2) 1/8" die-formed rubbing tracks, & mounted 34" high (specify any special height)	\$875.95	\$875.95
	1 st	ACA-SET4 Casters, set of 4, 5" dia. swivel type, all with brakes, polyurethane tire, in lieu of standard legs, this may require cord & plug option (cord & plug must be added to hot food units to meet U.L.)	\$491.90	\$491.90
	1 ea	CORD 6 ft. cord & plug	\$43.34	\$43.34
	1 ea	TS530-60 Thurmaduke™ Designer Sneeze Guard, 59-3/4"W x 13"D x 18"H, (2) sided buffet style, flip-up acrylic, painted end panels, 13" wide shelf & 1/4" acrylic end guards, cULus, UL EPH Classified	\$2,765.95	\$2,765.95
	1 ea	SCPC Standard Color Powder Coat Paint		
	1 ea	217120 Sky Blue powder coat paint finish		
	1 ea	SCPC Standard Color Powder Coat Paint		
	1 ea	217120 Sky Blue powder coat paint finish		
	1 ea	LED-4 LED light under shelf, wired to base, 120v/60/1-ph (this may require cord & plug option)	\$1,020.10	\$1,020.10
	1 ea	Glass end enclosures	\$126.00	\$126.00



Item	Qty	Description	Sell	Sell Total
	1 ea	329-PG-2L Single door, no lock, left hand hinge, paint grip steel, powder coated to match body, magnetic catch, and recessed stainless steel pull	\$579.60	\$579.60
	1 ea	Hinged louvered door on operator side (Paint Grip)	\$1,665.22	\$1,665.22
	1 ea	MOD-CUST Custom Height Body, per unit *31" Height*	\$361.87	\$361.87
	1 ea	Adapters to hold food pans flush with top (NOTE: This voids NSF guidelines)	\$422.35	\$422.35
			ITEM TOTAL:	\$16,984.79
42A	1 ea	CASH REGISTER STAND Duke Manufacturing Model No. 306-25PG AeroServ™ Cashier Stand Unit, 24-1/2"W x 24-1/2"D x 36"H, 20ga stainless steel top, paint grip steel body & undershelf, 6"H stainless steel legs & adjustable feet	\$1,831.54	\$1,831.54
	1 ea	217120 Sky Blue powder coat paint finish		
	1 ea	CS-DR-LK Stainless steel drawer, with lock and keys, for cashier stand	\$578.59	\$578.59
	1 ea	MOD-14-1 14ga stainless steel top, in lieu of standard *Continuous with item 42B*	\$102.82	\$102.82
	1 ea	ILD Internal Locking Device (on both ends), stainless steel pin & latch line up device under countertop, per unit price (Note: Units required to be portable)	\$217.73	\$217.73
	1 ea	SOLID-HD-24.5CL Tray Slide, cashier's left, solid stainless steel, on hinged brackets, with (2) 1/8" die-formed rubbing tracks, & mounted 34" high (specify any special height)	\$556.42	\$556.42
	1 ea	SOLID-HD-24.5CR Tray Slide, cashier's right, solid stainless steel, on hinged brackets, with (2) 1/8" die-formed rubbing tracks, & mounted 34" high (specify any special height)	\$556.42	\$556.42
	1 st	ACA-SET4 Casters, set of 4, 5" dia. swivel type, all with brakes, polyurethane tire, in lieu of standard legs, this may require cord & plug option (cord & plug must be added to hot food units to meet U.L.)	\$491.90	\$491.90
	1 ea	CORD 6 ft. cord & plug	\$43.34	\$43.34
	1 ea	E-OP2 Electric outlet, mounted in base, with galvanized junction box, duplex or single receptacle & stainless steel cover, wired to existing power source	\$280.22	\$280.22
	1 ea	CUT-OP1-G Round cutout with grommet, in counter top, body panel or a shelf (specify cutout diameter & location)	\$74.59	\$74.59
	1 ea	MOD-CUST Custom Height Body, per unit *31" Height*	\$361.87	\$361.87
			ITEM TOTAL:	\$5,095.44
42B	1 ea	SERVING COUNTER, UTILITY	\$2,111.76	\$2,111.76

Item	Qty	Description	Sell	Sell Total
		Duke Manufacturing Model No. 318-25PG AeroServ™ Solid Top Unit, utility counter, 18"W x 24-1/2"D x 36"H, 20 gauge stainless steel top, paint grip steel body, paint grip steel intermediate & bottom shelf, 6"H stainless steel legs with adjustable feet, NSF		
	1 ea	217120 Sky Blue powder coat paint finish		
	1 ea	MOD-14-1 14ga stainless steel top, in lieu of standard *Continuous with item 42A*	\$102.82	\$102.82
	1 ea	ILD Internal Locking Device (on both ends), stainless steel pin & latch line up device under countertop, per unit price (Note: Units required to be portable)	\$217.73	\$217.73
	1 ea	SOLID-HD-1CU Tray Slide, customer's side, 18" W x 12-1/4" D, solid stainless steel, on hinged brackets, with (2) 1/8" die-formed rubbing tracks, & mounted 34" high (specify any special height)	\$528.19	\$528.19
	1 ea	SOLID-HD-1OP Tray Slide, operator's side, 18" W x 12-1/4" D, solid stainless steel, on hinged brackets, with (2) 1/8" die-formed rubbing tracks, & mounted 34" high (specify any special height)	\$528.19	\$528.19
	1 st	ACA-SET4 Casters, set of 4, 5" dia. swivel type, all with brakes, polyurethane tire, in lieu of standard legs, this may require cord & plug option (cord & plug must be added to hot food units to meet U.L.)	\$491.90	\$491.90
	1 ea	329-PG-1L Single door, no lock, left hand hinge, paint grip steel, powder coated to match body, magnetic catch, and recessed stainless steel pull	\$579.60	\$579.60
	1 ea	MOD-CUST Custom Height Body, per unit *31" Height*	\$361.87	\$361.87
			ITEM TOTAL:	\$4,922.06

43

1 ea **SERVING COUNTER, UTILITY**

\$2,833.49

\$2,833.49



Duke Manufacturing Model No. 310-25PG
AeroServ™ Solid Top Unit, utility counter, 60"W x 24-1/2"D x 36"H,
20 gauge stainless steel top, paint grip steel body, paint grip steel
intermediate & bottom shelf, 6"H stainless steel legs with
adjustable feet, NSF

1 ea 217120 Sky Blue powder coat paint finish

1 ea MOD-14-4 14ga stainless steel top, in lieu of standard

\$255.02

\$255.02

1 ea SOLID-HD-4CU Tray Slide, customer's side, 60" W x 12-1/4" D, solid
stainless steel, on hinged brackets, with (2) 1/8" die-formed
rubbing tracks, & mounted 34" high (specify any special height)

\$875.95

\$875.95

1 ea SOLID-HD-4OP Tray Slide, operator's side, 60" W x 12-1/4" D, solid
stainless steel, on hinged brackets, with (2) 1/8" die-formed
rubbing tracks, & mounted 34" high (specify any special height)

\$875.95


\$875.95

1 st ACA-SET4 Casters, set of 4, 5" dia. swivel type, all with brakes,
polyurethane tire, in lieu of standard legs, this may require cord &
plug option (cord & plug must be added to hot food units to meet

\$491.90


\$491.90

Item	Qty	Description	Sell	Sell Total
		U.L.)		
	1 ea	MOD-HT Special Height Body, per unit		
	1 ea	MOD-CUST Custom Height Body, per unit *31" Height*	\$361.87	\$361.87
	1 ea	329-4PG Hinged doors, 17" high, 60" long, double-wall paint grip steel, operate on ball-bearing wheels on overhead tracks, for Solid Top, Urn Stand & 5" Deep Ice Cooled Cold Pan Units with (4) wells (not available for AeroHot Counters), NSF, UL, UL EPH Classified *Hinged Doors*	\$1,600.70	\$1,600.70
			ITEM TOTAL:	\$7,294.88
44	2 ea	FLATWARE HOLDER, CYLINDER HOLDER / DISPENSER Vollrath Model No. 52644 Silv-A-Tainer Cutlery Dispenser, GRAY, accommodates 6 cylinders, plastic, 15-1/8"x10 3/4"x11", for use with 1370, 52633, 52642, 52643 & 99710 cylinders (sold separately), Made in USA (Refer to vollrathfoodservice.com for full warranty policy)	\$47.33	\$94.66
				
	18 ea	52642 Cylinder for Silv-A-Tainer, WHITE NYLON, 5 5/8"H, cutout diameter 4-1/32, NSF, Made in USA (Refer to vollrathfoodservice.com for full warranty policy)	\$5.29	\$95.22
			ITEM TOTAL:	\$189.88
45		SPARE NO.		
46	1 ea	HEATED CABINET, HALF-HEIGHT Cres Cor Model No. H339UA8C Cabinet, Mobile Heated, half-height, insulated, universal slides for 12" x 20" thru 18" x 26" pans, capacity 8 sets, anti-microbial latches, analog thermometer, aluminum construction, (4) heavy duty 5" swivel casters (2) braked, cCSAus, CSA	\$4,197.13	\$4,197.13
				
	1 ea	Standard Warranty: 1 year labor, 2 years parts warranty		
	1 ea	120v/60/1-ph, 900 watts, 7.5 amp, standard		
	8 st	Wire stainless steel angles, in lieu of standard universal angles, priced per set	\$21.35	\$170.80
	1 ea	Right-hand door swing, standard		
	1 ea	1405 000 Perimeter Bumper, add 2" to OA dimensions, non-marking, gray	\$312.48	\$312.48
	1 ea	1265 000 SIDE Bail Handle Kit, side mounted (4 per kit)	\$312.48	\$312.48
	1 st	5" polyurethane casters, set of 4	\$128.12	\$128.12
			ITEM TOTAL:	\$5,121.01
47	1 ea	PASS-THRU REFRIGERATOR	\$11,398.84	\$11,398.84

Item	Qty	Description	Sell	Sell Total
		True Mfg. - General Foodservice Model No. STA2RPT-2S-2S-HC SPEC SERIES® Refrigerator, pass-thru, two-section, (2) stainless steel doors front & rear with locks, cam-lift hinges, digital temperature control, (6) chrome shelves, LED interior lights, stainless steel front & sides, aluminum interior, 5" castors, R290 Hydrocarbon refrigerant, 1/2 HP, 115v/60/1-ph, 9.1 amps, NEMA 5-15P, cULus, UL EPH Classified, Made in USA		
	1 ea	7 year compressor warranty, 7 years parts warranty, 7 year labor warranty, standard. Visit www.truemfg.com for specifics.		
	1 ea	Thermometer side: Left door hinged on left, right door hinged on right, standard		
	1 ea	Rear: Left door hinged on left, right door hinged on right, standard		
	4 ea	Chrome plated shelf (includes shelf clip supports) (specify for left, center or right section, if applicable), each	\$169.46	\$677.84
	1 st	5" castors (set of 4), standard		
			ITEM TOTAL:	\$12,076.68
48	1 ea	3-COMP SINK Russco Model No. THREE COMP SINK THREE COMP'T SINK 150"L	\$7,810.49	\$7,810.49
		1. Three Compartments, 28L x 11H x 24D		
		2. 150L x 37H x 27-1/2D		
		3. Left Drainboard: 33L, 1/2 inch slope down to sink		
		4. Right Drainboard: 33L, 1/2 inch slope down to sink, front rail, no rear rail		
		5. Removable Undershelf: 31L, below left drainboard		
		6. Legs: four pair		
		7. Two Faucets: T and S Brass B-0231-CR-KIT (with B-0230-K Elbows and Hoses)		
		8. Three Wastes: 2 inch brass with twist lever handle drain		
	2 ea	T&S Brass B-0231-CR-KIT Pantry Faucet, double, wall mount, 8" centers, 12" swing nozzle, lever handles, stream regulator tip, quarter-turn Cerama cartridge, low lead, (2) 24" flex hose, 1/2" NPT, NSF, ADA Compliant	\$188.38	\$376.76
	3 ea	T&S Brass B-3950 Waste Valve, twist handle, 3-1/2" sink opening, 2" drain outlet with 1-1/2" adapter (replaces B-3912, B-3916)	\$72.77	\$218.31
			ITEM TOTAL:	\$8,405.56
49	1 ea	HOSE REEL T&S Brass Model No. B-7232-01 Hose Reel System, open, 3/8" x 35 ft. hose with high flow spray valve, with ratcheting system & adjustable hose bumper, epoxy coated steel	\$825.50	\$825.50
	1 ea	1 year limited warranty, standard		



Item	Qty	Description	Sell	Sell Total
	1 ea	1 year limited warranty for hose, standard		
	1 ea	2 year limited warranty for hose reel, standard		
	1 ea	HW-4B-24 Safe-T-Link Water Connector Hose, 3/8" dia., 24" long, stainless steel braided hose with extruded blue coating, 3/8" NPT male fittings, 3/8" quick disconnect, low lead content, NSF, cCSAus	\$79.09	\$79.09
	1 ea	B-1025-1 Concealed Straight Valve, 1/2" NPT Female Inlet and Outlet, 4-Arm Handle, Hot Index	\$124.64	\$124.64
	1 ea	BR10 Brush Attachment, H quality nylon bristle brush, can be supplied on most existing T & S spray or pre-rinse assemblies	\$30.66	\$30.66
	1 ea	FERGUSON 7-102 Mixing Valve with integral check valves manufactured by Symmons Industries.	\$880.05	\$880.05
			ITEM TOTAL:	\$1,939.94
50	1 ea	DISHTABLE, SOILED Russco Model No. SOILED DISHTABLE SOILED DISH TABLE "J" 81-1/4 X 36" X 44" 1. J-Shaped: 81-1/4L x 24D / 36L x 30D / 44L x 30D x 37H 2. Form 1 inch high lip with turndown at door opening as detailed on Sheet FS1.1. 3. Close ends of backsplash at door opening. 4. Legs: four pair, two pair with flanged feet 5. Removable Undershelf: 30L, left end 6. No front or rear rails at door opening (space for waste receptacle). 7. Table surface to be 34 inches above floor. 8. Scrap Sink: 18L x 18W x 8H, center sink 16 inches from front face of backsplash 9. Quick Drain: full length x 5W x 2D with 1-1/2 inch open drain, removable strainer basket, and stainless steel rods across top for slides 10. Provide stainless steel mounting bracket below dishtable for disposer control panel (Item 51) at right side of disposer. 11. Construct length of unit, at enclosed ends, to prevent any space between unit and wall from exceeding 1/8 inch.	\$7,038.37	\$7,038.37
			ITEM TOTAL:	\$7,038.37
51	1 ea	DISPOSER	\$3,136.84	<Alternate>

Item	Qty	Description	Sell	Sell Total
		InSinkErator Model No. SS-200-7-MSLV SS-200™ Complete Disposer Package, sink mount system, 6-5/8" diameter inlet, with #7 collar adaptor for sink installation, 2 HP motor, stainless steel construction, includes syphon breaker, solenoid valve, flow control valve, removable splash baffle, stainless steel sink stopper, low voltage manual switch with line disconnect, single direction, adjustable leg kit		
	1 ea	(1) year parts & labor warranty from date of installation (standard)		<Alternate>
	1 ea	Standard height disposer body		<Alternate>
	1 ea	208v/60/3-ph, 3.6 amps		<Alternate>
	1 ea	SYPHON STD Syphon breaker standard, 1/2" (11477)		<Alternate>
			ITEM TOTAL: <Alternate>	\$3,136.84
51	1 ea	DISPOSER Salvajor Model No. 200-SA-6-MSS-LD Disposer, Sink Assembly, 6-1/2" sink collar, 2 Hp motor, start/stop push button with safety line disconnect MSS-LD control, includes fixed nozzle, chrome plated vacuum breaker, solenoid valve, sink stopper & flow control, heat treated aluminum alloy housing, UL, CSA, CE	\$3,040.91	\$3,040.91
	1 ea	208v/60/3-ph, 6.6 amps Polished Housing (no paint)		
			ITEM TOTAL:	\$3,040.91
52	1 ea	PRE-RINSE FAUCET ASSEMBLY T&S Brass Model No. B-0113-CR-B EasyInstall Pre-Rinse Unit, spring action gooseneck, single hole deck mount, 1.15 GPM spray valve (B-0107), 44" flexible stainless steel hose, 24" riser, 18" flexible supply lines, 6" wall bracket, quarter-turn Cerama cartridges, low lead, 2019 DOE PRSV - Class II	\$343.20	\$343.20
	1 ea	018200-40 Replacement Hex Swivel, low-lead, rubber seals, chrome-plated brass, 7/8" NPT, NSF (for pre-rinse hose & spray valves)	\$49.85	\$49.85
	1 ea	BR10 Brush Attachment, H quality nylon bristle brush, can be supplied on most existing T & S spray or pre-rinse assemblies	\$30.66	\$30.66
			ITEM TOTAL:	\$423.71
53	1 ea	DISHWASHER, DOOR TYPE Hobart Model No. AM16T-ASR-2 Dishwashing Machine, tall chamber (27") door type, automatic soil removal (ASR), high temp sanitizing, 208-240/60/3 (field convertible to single phase), 52 racks/hour, straight-thru or corner installation, user-friendly smart touchscreen controls, Wi-Fi connectivity with SmartConnect app, Complete Delime™ with Delime Notification, Auto Dispensing, and Booster Guard™, Sense-A-Temp™ booster, electric tank heat, X-shaped wash arms, scrap screen and basket, door actuated start, stainless steel tank,	\$20,500.29	\$20,500.29

Item	Qty	Description	Sell	Sell Total
		tank shelf, chamber, trim panels, frame & feet, pumped drain air gap, drain water tempering, cULus, NSF, ENERGY STAR®. Factory Startup - Free for installations within 100 miles of a Hobart Service Office during normal business hours with appropriate notice; installation beyond 100 miles will be quoted by Service.		
	1 ea	Oversized units with crated shipping dimensions greater or equal to 72" in length and/or 90" in height. If delivery is to a facility without a standard height dock, additional shipping charges will apply depending on the service requested. consult Factory.		
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		
	1 ea	NOTE: For water of 3-grains of hardness or more, Hobart suggests adding a water softener.		
	3 ea	DISHRAK-PEG20 Peg Rack	\$78.39	\$235.17
	2 ea	DISHRAK-COM20 Combination Rack	\$80.23	\$160.46
	2 ea	RACK-6PAN 6 pan rack to hold sheet pans (Tall only)	\$537.60	\$1,075.20
		ITEM TOTAL:		\$21,971.12
54	1 ea	DISHTABLE, CLEAN STRAIGHT Russco Model No. CLEAN DISHTABLE CLEAN DISHTABLE 30" X 84" 1. 86L x 37H x 30D 2. Legs: two pair 3. Removable Undershelf: 44L, right end 4. Table surface to be 34 inches above floor at left (dishwasher) end.	\$2,057.48	\$2,057.48
		ITEM TOTAL:		\$2,057.48
55	5 ea	SHELVING, WITH METAL FRAME Metro Model No. MQ2160G Quick Ship - MetroMax® Q Shelf, 60"W x 21"D, removable open grid polymer shelf mats on an epoxy coated steel frame with quick adjust corner releases, (4) wedge connectors, Microban® antimicrobial product protection, 600 lb. capacity per shelf, NSF	\$101.39	\$506.95
	4 ea	MQ63UPE Quick Ship - MetroMax® Q Post, 61-3/16"H, for use with stem casters, epoxy coated steel with built in Microban® antimicrobial product protection, taupe	\$32.61	\$130.44
	2 ea	5MX Quick Ship - Stem Caster, swivel, 5" dia., 1-1/4"W face, flat resilient wheel tread, 200 lb. capacity, NSF (donut bumpers included) (for use with all MetroMax posts & shelves)	\$23.56	\$47.12
	2 ea	5MBX Quick Ship - Stem Caster, brake, 5" dia., 1-1/4"W face, resilient wheel tread, with donut bumpers, 200 lb. capacity, NSF (for use with all MetroMax posts & shelves)	\$28.32	\$56.64
		ITEM TOTAL:		\$741.15
56	1 ea	COMMERCIAL WASTE CONTAINER	\$34.41	\$34.41



Item	Qty	Description	Sell	Sell Total
		Rubbermaid Commercial Products Model No. FG262000WHT Packed 6 ea ProSave® BRUTE® Container, without lid, 20 gallon, 19-1/2"D x 22-7/8"H, round, reinforced rims, built in handles, double rimmed base, high-impact plastic construction, white, NSF, Made in USA (contact Rubbermaid for broken case information)		
	1 ea	FG261960WHT BRUTE® Container Lid, 19-7/8"D x 1-1/4"H, for 20 gallon trash can, heavy duty plastic, white, NSF, Made in USA (contact Rubbermaid for broken case information)	\$11.65	\$11.65
	1 ea	FG264000BLA Brute® Dolly, 18-1/4"D x 6-5/8"H, heavy duty 3" casters, 250 lb. capacity, for 2620, 2632, 2643, 2655, black, NSF, Made in USA (CANNOT BREAK CASE)	\$62.99	\$62.99
			ITEM TOTAL:	\$109.05
57	4 ea	WIRE SHELVING Metro Model No. 1848NK3 Quick Ship - Super Erecta® Shelf, wire, 48"W x 18"D, Metroseal™ Green epoxy-coated corrosion-resistant finish with Microban® antimicrobial protection, plastic split sleeves are included in each carton, NSF	\$54.42	\$217.68
				
	4 ea	63PK3 Quick Ship - Super Erecta® SiteSelect™ Post, 62-7/16"H, adjustable leveling bolt, posts are grooved at 1" increments & numbered at 2" increments, double grooved every 8", Metroseal 3 Green epoxy coated corrosion-resistant finish with Microban® antimicrobial protection	\$17.29	\$69.16
			ITEM TOTAL:	\$286.84
58	3 ea	COMMERCIAL WASTE CONTAINER Rubbermaid Commercial Products Model No. FG264360GRAY Packed 4 ea BRUTE® Container, without lid, 44 gallon, 24"D x 31-1/2"H, reinforced rims, built in handles, double rimmed base, high-impact plastic construction, gray, NSF, Made in USA	\$68.22	\$204.66
				
	3 ea	FG264560GRAY BRUTE® Container Lid, 24-1/2"D x 1-1/2"H, for 44 gallon trash can, heavy duty plastic, gray, NSF, Made in USA	\$23.50	\$70.50
	3 ea	FG264000BLA Brute® Dolly, 18-1/4"D x 6-5/8"H, heavy duty 3" casters, 250 lb. capacity, for 2620, 2632, 2643, 2655, black, NSF, Made in USA (CANNOT BREAK CASE)	\$62.99	\$188.97
			ITEM TOTAL:	\$464.13
59		SPARE NO.		
60	12 ea	FOOD PAN	\$15.27	<Alternate>

Item	Qty	Description	Sell	Sell Total
		Vollrath Model No. 8054420 Packed 3 ea Super Pan® 2/4 GN Food Pan, 4" deep, low-temp polycarbonate black plastic, top flange corners with concave indentation, anti-jamming, ramped sides, reverse form flattened edge, framing shoulder, interchanges with SPV stainless steel pan line, NSF, meets gastronorm (EN 631-1) standard, Made in USA (Refer to vollrathfoodservice.com for full warranty policy)		
	12 ea	31500 Super Pan® 2/4 GN Solid Cover, low-temp polycarbonate clear plastic, fits all 2/4 Half-Long Super Pan 3® plastic & stainless steel pans, NSF, meets gastronorm (EN 631-1) standard, Made in USA (Refer to vollrathfoodservice.com for full warranty policy)	\$10.18	<Alternate>
			ITEM TOTAL: <Alternate>	\$305.40
60	12 ea	FOOD PAN Cambro Model No. 24LPCW110 Packed 6 ea Camwear® Food Pan, 5.3 qt. capacity, 4" deep, 1/2 size long, polycarbonate, black, NSF	\$10.67	\$128.04
	12 ea	2 year warranty		
	12 ea	20LPCWC135 Camwear® Cover, 1/2 size long, flat, polycarbonate, clear, NSF	\$7.28	\$87.36
			ITEM TOTAL:	\$215.40
61	6 ea	FOOD PAN Vollrath Model No. 8004420 Packed 6 ea Super Pan® 1/1 GN Food Pan, 4" deep, low-temp polycarbonate black plastic, top flange corners with concave indentation, anti-jamming, ramped sides, reverse form flattened edge, framing shoulder, interchanges with SPV stainless steel pan line, NSF, meets gastronorm (EN 631-1) standard, Made in USA (Refer to vollrathfoodservice.com for full warranty policy)	\$20.66	<Alternate>
	6 ea	31100 Super Pan® 1/1 GN Solid Cover, low-temp polycarbonate clear plastic, fits all full size Super Pan 3® plastic & stainless steel pans, NSF, meets gastronorm (EN 631-1) standard, Made in USA (Refer to vollrathfoodservice.com for full warranty policy)	\$13.76	<Alternate>
			ITEM TOTAL: <Alternate>	\$206.52
61	6 ea	FOOD PAN Cambro Model No. 14CW110 Packed 6 ea Camwear® Food Pan, 13.7 qt. capacity, 4" deep, full size, polycarbonate, black, NSF	\$14.33	\$85.98
	6 ea	2 year warranty		
	6 ea	10CWC135 Camwear® Food Pan Cover, full size, flat, polycarbonate, clear, NSF	\$9.51	\$57.06

Item	Qty	Description	Sell	Sell Total
			ITEM TOTAL:	\$143.04
62	6 ea	FOOD PAN Vollrath Model No. 8052420 Packed 6 ea Super Pan® 2/4 GN Food Pan, 2-1/2" deep, low-temp polycarbonate black plastic, top flange corners with concave indentation, anti-jamming, ramped sides, reverse form flattened edge, framing shoulder, interchanges with SPV stainless steel pan line, NSF, meets gastronorm (EN 631-1) standard, Made in USA (Refer to vollrathfoodservice.com for full warranty policy)	\$12.35	<Alternate>
				
	6 ea	31500 Super Pan® 2/4 GN Solid Cover, low-temp polycarbonate clear plastic, fits all 2/4 Half-Long Super Pan 3® plastic & stainless steel pans, NSF, meets gastronorm (EN 631-1) standard, Made in USA (Refer to vollrathfoodservice.com for full warranty policy)	\$10.18	<Alternate>
			ITEM TOTAL: <Alternate>	\$135.18
62	6 ea	FOOD PAN Cambro Model No. 22LPCW110 Packed 6 ea Camwear® Food Pan, 3.2 qt. capacity, 2-1/2" deep, 1/2 size long, polycarbonate, black, NSF	\$8.55	\$51.30
				
	6 ea	2 year warranty		
	6 ea	20LPCWC135 Camwear® Cover, 1/2 size long, flat, polycarbonate, clear, NSF	\$7.28	\$43.68
			ITEM TOTAL:	\$94.98
63		SPARE NO.		
64	1 ea	BREAD RACK Custom Model No. BREAD RACK N.I.C. Unit furnished by Bread Vendor		<By Vendor>
65	1 ea	MEAL ACCOUNT SYSTEM Custom Model No. MEAL ACCOUNT SYSTEM N.I.C. Unit furnished by Owner		<By Owner>
66	2 ea	NAPKIN DISPENSER Custom Model No. NAPKIN DISPENSER N.I.C. Furnished by Paper Vendor		<By Vendor>
REFRI G. INSTA LL	1 ea	REFRIGERATION INSTALL Custom Model No. REFRIGERATION INSTALL BENNETT REFRIGERATION PROPOSAL # 64080P REFRIGERATION WORK FROM EVAP COIL TO ROOF TOP	\$9,450.00	\$9,450.00

Item	Qty	Description	Sell	Sell Total
		CONDENSING UNIT, DRAINS TO FLOOR DRAIN PROVIDED BY OTHERS, ELECTRICAL DONE BY OTHERS		
			ITEM TOTAL:	\$9,450.00

EQUIP. INSTA LL	1 ea	SERVICES: INSTALLATION / TRAINING SERVICES	\$16,800.00	\$16,800.00
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BN Service Inc Model No. INSTALLATION
Estimate 1203

**Deliver and Install Walk-In
**Deliver and Install Kitchen Equipment

General Equipment Installation - "Set In Place"
Setting in place of contracted goods, including: unloading,
uncrating, assembly and positioning as per approved drawings,
leveling, fastening and sealing of contracted goods. Non-Union
wages, Work to be performed during regular business hours, Mon-
Fri 8am - 5pm.

Scope consist of (4) four mobilizations as follows:

- (1) Initial site coordination, rough in review.
- (2) Buyout and custom fabrication set in place.
- (1) Trim and final punch list review.

Additional mobilizations will be quoted and presented for
approval upon request.

NOTE: A job site survey must be completed by Trimark
Hockenbergs to determine direct accessibility. If special handling
equipment is required and or direct accessibility is not available
from the delivery truck to the final set location of the equipment,
a change order for additional costs will be presented for
customers approval prior to work being
done.

Any and all electrical and/or plumbing inter or final connections
for specified equipment including and not limited to: Electrical
disconnects, shunt trip breakers, pig tails not supplied by
manufacturers on high voltage equipment,
low voltage wiring, P-traps, condensate drain lines, gas manifolds,
Special equipment exclusions, crane service required, heavy
lifting equipment, fork lifts etc. Any type of penetrations
required, fire proofing, roof repair work,
roof curbs, condenser stands and or racks, goose necks all
excluded.

Item	Qty	Description	Sell	Sell Total
		Any costs associated with the disposal or removal of packaging and/or crating materials associated with the specified equipment. Installation crew shall dispose of packing material in a GC provided dumpster within the proximity of job site installations.		
		ITEM TOTAL:		\$16,800.00
		Merchandise		\$296,104.90
		Freight		\$5,439.44
		Total		\$301,544.34

Standard Contract Terms & Conditions

All quotations are subject to approval by the company. The above listed prices shall be firm for 30 days. Prices shown in this quotation are for specific items, quantities, and lead times indicated.

Prices are subject to change if all of the items are not ordered, if quantities ordered differ, or if adequate lead-time is not allowed.

The prices shown in this quotation DO/DO NOT include freight charges which will be added to our invoice. This quotation does not include any fees for local permits or licenses that may be required by your municipality or state.

The prices shown in this quotation DO/DO NOT include applicable taxes, which will be added to our invoice unless a valid certificate of exemption is provided by you. Please be advised that, under state law, some items may still be taxable. In states where TriMark Hockenbergs is not registered to collect Sales Tax, it is the buyer's responsibility to pay any applicable Use Tax due to the state.

Payment terms are 50% due at time of order, 45% due prior to delivery and 5% due based on customer terms. We impose a surcharge on credit cards that is not greater than our cost of acceptance. Please be advised that a 1.5% per month FINANCE CHARGE will begin to accrue upon expiration of the above payment terms. This will amount to 18% annually.

It is our understanding that you are requesting delivery of the items on this order during the week of {T.B.D.} if this date is not correct or is missing, please provide us with a scheduled delivery date _____. If an alternative date is not provided, the date specified above is considered confirmed. In the event that the delivery date is delayed by you, or any party other than TriMark Hockenbergs, for more than two (2) weeks from the agreed upon date, you hereby agree that TriMark Hockenbergs will bill you for "stored materials".

You also agree that any payments originally due "upon delivery" will become immediately due and payable. For valuable consideration, receipt of which is hereby acknowledged, you hereby grant to TriMark Hockenbergs a security interest in the equipment described herein and any and all additions and accessories thereto, to secure payment of the total debt and any and all other obligations to TriMark Hockenbergs under this agreement. The security interest created hereby shall terminate when obligations have been paid in full.

You hereby authorize TriMark Hockenbergs to file any UCC financing statement that it deems necessary to perfect its security interest.

On capital purchases, we require a perfected security interest in the goods until they have been paid for in full. TriMark Hockenbergs will handle all of the necessary U.C.C. filings and pay for any costs associated with these filings. Upon failure of you to promptly pay or perform any of the obligations or any covenants contained or referred to herein, TriMark Hockenbergs may, at its option, declare all of the obligations immediately due and payable and then shall have all of the remedies of a secured party under the Uniform Commercial Code of the state where the equipment is located. Such remedies shall include, but are not limited to, the right to take possession of the equipment. Expenses related to repossessing, holding, repairing, or reselling the equipment, including any collection costs, reasonable attorney's fees and legal expenses, shall be the responsibility of the buyer.

No warranty of merchantability or fitness for a particular purpose, or other warranty, express, implied or statutory, nor any affirmation of fact or promise is made by Seller with respect to the goods which are sold pursuant hereto.

TRIMARK HOCKENBERGS SHALL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL LOSSES, DAMAGES OR EXPENSES, DIRECTLY OR INDIRECTLY ARISING FROM THE SALE, HANDLING OR USE OF THE GOODS, OR FROM ANY OTHER CAUSE RELATING THERETO. TriMark Hockenbergs' liability hereunder and Buyer's exclusive remedy hereunder is expressly limited to the replacement (in the form originally shipped) of goods not complying with this Agreement or, at TriMark Hockenbergs' election, to credit Buyer with an

amount equal to the purchase price of such goods, whether claims are for breach of warranty, negligence or otherwise.
If you are in agreement with the aforementioned terms, prices, specifications and conditions, please sign a copy of this contract and return it to the undersigned at our offices, accompanied by any required advance payment.
Thank you for the opportunity to offer our quotation. We look forward to receiving your valued order.
TriMark Hockenbergs

Acceptance _____ Date _____

Print Name _____

Company Name _____

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$301,544.34

Together We Transform Lives

TEAMMATESSM

MENTORING

Spring 2024

Dear Superintendent:

On behalf of all of us at TeamMates Mentoring, we want to thank you for your continued support of TeamMates. Through your servant leadership and partnership with TeamMates, together, we are building stronger communities and helping students reach their full potential through mentoring. By partnering with TeamMates, your district benefits in the following ways:

- Increased Engagement (student, staff, family, community, and stakeholders)
- Responsiveness (social-emotional, wellness, civic engagement, and diversity & equity)
- Rigor (student employability skills)
- Results (achievement, growth, high school graduation, & post-secondary preparation)

During the 2022-2023 school year, TeamMates data showed the following:

- 94% of mentees are **PROUD** to be in TeamMates
- 96% of mentees report that they feel their mentor cares about them and that they can trust their mentor
- 81% of mentees are more **HOPEFUL**
- 95% senior mentee graduation rate

Through your partnership with TeamMates, students in your schools are benefiting from an additional caring adult in their life. Enclosed you will find the 2022-2023 TeamMates Annual Report and your chapter dashboards from the 2022-2023 school year. If you have any questions about this information, please feel free to reach out to me. Thank you for your dedication to your district and all that you do for students!

Sincerely,



Susie Buss
Northeast Regional Coordinator
sbuss@teammate.org
(402) 649-8542

Wayne, NE Dashboard Indicators 2022 - 2023

To serve 75 quality matches by April 2021 with 100% of youth graduating on time with a post-secondary plan. and/or marketable skill.

Mentees by Grade Level	18-19	19-20	20-21	21-22	22-23
2nd Grade	0	0	0	0	0
3rd Grade	0	0	2	3	0
4th Grade	2	5	1	8	4
5th Grade	3	3	8	3	8
6th Grade	3	7	6	10	3
7th Grade	5	5	10	7	10
8th Grade	14	8	5	10	6
9th Grade	13	8	7	5	12
10th Grade	3	12	9	5	4
11th Grade	5	3	9	7	5
12th Grade	7	6	3	8	5
Total	55	57	60	66	57

	18-19	19-20	20-21	21-22	22-23
Avg Mentoring Visits	22.8	17.0	20.4	22.7	23.8
Avg Months in Program (Mentor)	45.9	46.6	50.0	52.1	54.4
Avg Months in Program (Student)	58.6	61.1	65.8	69.7	76.4
Average Match Length (months)	27.4	26.4	22.8	28.0	29.9
Percent 3 Years or Longer	37%	34%	33%	34%	32%

Retention Rates	18-19	19-20	20-21	21-22	22-23
Retention	71%	70%	72%	68%	72%
Attrition	29%	30%	28%	32%	28%

Match Closures	18-19	19-20	20-21	21-22	22-23
End Reasons within TM Control	19%	18%	6%	10%	13%
End Reasons out of TM Control	81%	82%	94%	90%	88%

Annual Metrics	18-19	19-20	20-21	21-22	22-23
Academic Improvement	54%	57%	52%	59%	85%
Fewer Disciplinary Referral	98%	98%	98%	100%	100%
Fewer Unexcused Absences	96%	96%	100%	100%	100%

Culture of Mentoring	18-19	19-20	20-21	21-22	22-23
Self- Nominations	11%	10%	7%	8%	8%
TM Board Mentoring	78%	36%	50%	25%	38%
School Population Mentoring	6%	6%	7%	7%	6%
School Employees Mentoring	2	3	4	4	3

Recruiting	18-19	19-20	20-21	21-22	22-23
New Applicants	12	18	8	16	9
Exited Program	13	4	6	8	17
Did Not Complete	1	0	1	1	1
Net increase	-2	14	1	7	-9

Active Matches with Zero Visits	22-23
Fall Semester	0
Spring Semester	0

Seniors	22-23
Number of Graduates	5
Seniors with Post Secondary Plan	5
Seniors with Plans for Post Secondary Education	5

Renewal Training	22-23
Mentors Due for Renewal Training	31
Number Completing Renewal Training	21

*20-21 data impacted by COVID-19

*21-22 data impacted by COVID-19 & data migration/clean-up

Wayne, NE Dashboard Indicators 2022 - 2023

To serve 75 quality matches by April 2021 with 100% of youth graduating on time with a post-secondary plan. and/or marketable skill.

Survey Completion Statistics	18-19	19-20	20-21	21-22	22-23					
Mentors Completing Survey	36	33	32	42	42					
% of Mentors Completing	65%	58%	62%	72%	79%					
Mentees Completing Survey	25	19	26	47	32					
% of Mentees Completing	45%	33%	48%	81%	60%					
Mentor Survey Results 2022-2023						Excellent	Very Good	Good	Fair	Poor
Rate the quality of mentoring relationship						21%	48%	29%	2%	0%
						5 (SA)	4	3	2	1 (SD)
My mentee desires to have a mentor.						64%	21%	14%	0%	0%
My mentee has the skills to build a long-term, trusting relationship with an adult.						45%	43%	10%	2%	0%
We were matched based on common interest.						36%	19%	33%	12%	0%
My mentee knows I care about them.						69%	24%	7%	0%	0%
The school environment is welcoming to volunteers and the staff is supportive of TeamMates.						86%	14%	0%	0%	0%
I know who to contact if I have questions or concerns about my mentee.						95%	5%	0%	0%	0%
I feel equipped to access the resources I might need.						67%	24%	10%	0%	0%
I am a consistent mentor who meets with my mentee, at school, almost every week.						67%	24%	10%	0%	0%
Being a mentor is more of a time commitment than I anticipated.						7%	19%	19%	17%	38%
I have the opportunities to go through ongoing training.						33%	38%	26%	2%	0%
I feel supported in my mentoring relationship.						71%	21%	7%	0%	0%
I feel close to my mentee.						43%	40%	17%	0%	0%
My mentee and I discuss their future goals and dreams.						33%	38%	14%	14%	0%
I talk with my mentee about their strengths and talents.						45%	33%	17%	5%	0%
In general, I leave my mentoring time in a better mood than when I arrived.						69%	21%	5%	5%	0%
When I leave my mentoring time, I feel more hopeful.						40%	43%	12%	2%	2%
In general, after I mentor, I return to my workplace and/or home more engaged.						45%	33%	17%	5%	0%
Mentee Survey Results 2022-2023						5 (SA)	4	3	2	1 (SD)
Quality of Relationship (level of trust)						72%	28%	0%	0%	0%
Quality of Relationship (sense of care)						77%	23%	0%	0%	0%
Sense of Hopefulness (excitement about the future, graduation, becoming a mentor one day)						55%	29%	11%	5%	1%
Knowledge of Strengths and Talents (awareness, discovery, usage)						43%	41%	13%	2%	0%
Engagement in TeamMates (proud to be in TeamMates)						78%	20%	0%	2%	0%
Engagement in School/Community (involved in activities, teachers and family supportive)						51%	26%	17%	6%	0%
High School- Equipped for Post Secondary (resources, confidence)						64%	25%	11%	0%	0%
Quality Control- Meet Once a Week						59%	28%	13%	0%	0%
Quality Control-Meet at School						75%	25%	0%	0%	0%
Quality Control- Communicate via Social Media						3%	3%	16%	34%	44%

Scale:
SA (Strongly Agree)
SD (Strongly Disagree)

District Priority Goals: Cognia/MTSS Retreat May 29th and 30th

District Priority Outcome: Plan and implement learner-centered professional learning focused on improving pedagogical skills and knowledge of instructional practices designed to increase student engagement and social and emotional competence.

7-8 Priority Goal: By the 2028-2029 SY, Wayne Community Schools will increase their ratings on the Active Learning domain of the Eleot from ____ to ____ to increase student engagement which will in turn impact literacy as evidenced by the following objectives:

- 7th-8th Grade Student performance on the NSCAS ELA from ____ to ____.
- 7th-8th Grade Student performance on the aimsweb from ____ to ____.
- 7th-8th Grade Student performance on the MAP Reading from ____ to ____.

District Priority Outcome: Develop and utilize data analysis techniques for professional staff to monitor and adjust instruction to meet the diverse needs of all students through the strengthening of our PLC process.

P-12 Priority Goal: By the 2028-2029 SY, Wayne Community Schools will strengthen the PLC Process through staff development around data-based decision-making and differentiation to meet the diverse needs of students as evidenced by the following measures:

- An increase from ____ to ____ on standards A1, B2, and B4 on the eleot.
- An increase ____ to ____ on questions 27-30 on the NeMTSS Self-Assessment
- An increase ____ to ____ on from the district-developed PLC System Fidelity Survey

Cognia Performance Standards Ratings

Culture of Learning Standards

A good institution nurtures and sustains a healthy culture for learning. In a healthy culture, learners, parents, and educators feel connected to the purpose and work of the institution as well as behave in alignment with the stated values and norms. The institution also demonstrates evidence that reflects the mission, beliefs, and expectations of the institution (e.g., student work; physical appearance of the institution; participation in institution activities; parents' attendance at institution functions).

Keys to Culture of Learning

A healthy culture is evident where:

- Stakeholders are actively engaged and supportive of the institution's mission
- Learners' academic and non-academic needs and interests are the focal point
- Stakeholders are included and supported

Network Comparison for Culture of Learning Standards



Leadership for Learning Standards

The ability of a leader to provide leadership for learning is a key attribute of a good institution. Leaders who engage in their own learning while tangibly supporting the learning process for learners and teachers have a significant positive impact on the success of others. Leaders must also communicate the learning expectations for all learners and teachers continuously with consistency and purpose. The expectations are embedded in the culture of the institution, reflected by learners', teachers', and leaders' behaviors and attitudes toward learning.

Keys to Leadership for Learning

Leadership for learning is demonstrated when school leaders:

- Communicate expectations for learning
- Influence and impact the culture in positive ways
- Model and engage in learning while supporting others to do so

Network Comparison for Leadership for Learning Standards



Engagement of Learning Standards

A good institution ensures that learners are engaged in the learning environment. Learners who are engaged in the learning environment participate with confidence and display agency over their own learning. A good institution adopts policies and engages in practices that support all learners being included in the learning process.

Keys to Engagement of Learning

Engagement is demonstrated when all learners:

- Are included in the learning process
- Participate with confidence
- Have agency over their learning

Network Comparison for Engagement of Learning Standards



Growth in Learning Standards

A good institution positively impacts learners throughout their journey of learning. A positive impact on the learner is reflected in readiness to engage in and preparedness for the next transition in their learning. Growth in learning is also reflected in learners' ability to meet expectations in knowledge and skill acquisition.

Keys to Growth in Learning

Growth is evident when

- Learners possess non-academic skills that ensure readiness to learn
- Learners' academic achievement reflects preparedness to learn
- Learners attain knowledge and skills necessary to achieve goals for learning

Network Comparison for Growth in Learning Standards



Accreditation Status and Index of Education Quality[®]

Cognia will review the results of the Accreditation Engagement Review to make a final determination concerning the accreditation status of your institution based on these findings. Cognia provides the Index of Education Quality (IEQ) as a holistic measure of overall performance.

Your Institution's IEQ	SCORE	DESCRIPTION
289	Below 220	An IEQ score below 220 indicates that the institution has several Areas for Improvement and should focus their improvement efforts on those areas and the related Standards and/or Assurances. The institution will be required to present evidence of improvement to Cognia within one year through a Progress Monitoring Review. Additional Progress Reports may be required if satisfactory improvement is not achieved.
Cognia's IEQ Network Average: 253	220 - 300	An IEQ in the range of 220-300 suggests the institution has some Areas for Improvement and may include one or more Noteworthy Practices. Institutions must address the Areas for Improvement and provide evidence of actions taken and results to Cognia in a required Progress Report due three years following the review. Additional progress monitoring may be required if satisfactory improvement is not achieved.
	Above 300	An IEQ above 300 indicates the institution meets Cognia's expectations for accreditation that include one or more Areas for Improvement and may include one or more Noteworthy Practices. Institutions must address the Areas for Improvement and provide evidence of actions taken and results to Cognia in a required Progress Report due three years following the review. Additional progress monitoring may be required if satisfactory progress is not achieved.

Summary of Findings

The review process focused on establishing evidence of effective practice and performance of the institution in relation to the accreditation standards.

Areas for Improvement

Using the information collected and reviewed, the evaluator identified the following Areas for Improvement that will help the institution improve. The Areas for Improvement will be revisited when the institution conducts Cognia's Progress Report.

1 Plan and implement learner-centered professional learning focused on improving pedagogical skills and knowledge of instructional practices designed to increase student engagement.

Standard 18 Standard 19 Standard 21 Standard 29

RATIONALE

If professional learning is designed, delivered, applied, and evaluated with a focus on promoting learners' life-long skills, learner voice and responsibility over learning, and learner-centered instructional practices characterized by high expectations, then instruction will be delivered designed for learners to reach their potential.

2 Develop and utilize data analysis techniques for professional staff to monitor and adjust instruction to meet the diverse needs of all students.

Standard 22

RATIONALE

If professional staff members analyze current and trend data to monitor and adjust instruction based on each learner's response to instruction and achievement of desired learning targets, then individual learners' knowledge and understanding of the curriculum will advance and deepen.

Wayne Community Schools

**EARLY LEARNING CENTER
PLAYGROUND STRUCTURE**

903 W. 7th St.
Wayne, NE 68787



REQUEST FOR PROPOSALS

CWP 24120
May 17, 2024



**CARLSON
WEST
POVONDRA**
ARCHITECTS

REQUEST FOR PROPOSALS FOR WAYNE COMMUNITY SCHOOLS
EARLY LEARNING CENTER PLAYGROUND STRUCTURE

SUBMITTAL DUE DATE: **2:00 p.m., on Thurs, June 27, 2024**

PROPOSALS MUST BE MAILED OR DELIVERED TO:

Dr. Mark Lenihan
Wayne Community Schools Superintendent
Wayne Community Schools
611 West 7th Street
Wayne, NE 68787

Please mark your envelope "PROPOSAL FOR 2024 ELC PLAYGROUND STRUCTURE"

COMPANY NAME _____

ADDRESS: _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

PRINTED NAME _____

AUTHORIZED SIGNATURE _____

TITLE _____ EMAIL _____

Signature acknowledges that Proposer has read the documents thoroughly before submitting a proposal, will fulfill the obligations in accordance to the scope of work, terms and conditions and is submitting without collusion with any other individual firm. You must submit this page with an authorized signature.

DO NOT CONTACT ANY OTHER SCHOOL EMPLOYEE OR DEPARTMENT.

ALL QUESTIONS MUST BE SUMMITTED BY EMAIL TO THE FOLLOWING PERSON:

Dr. Mark Lenihan
malenih1@waynebluedevils.org

Questions must be submitted no later than **Thursday, June 20, 2024**. Questions submitted after that date will not be considered.

MUST SUBMIT THIS PAGE WITH PROPOSAL

REQUEST FOR PROPOSALS
WAYNE EARLY LEARNING CENTER PLAYGROUND STRUCTURE

The Wayne Community Schools District is requesting proposals from playground equipment firms to establish a contract to provide playground equipment and installation at the new WCS Early Learning Center facility at 903 W 7th Street, Wayne, Nebraska 68787. See attached site plan and contours.

The Wayne Community Schools District is an equal opportunity employer and requires all contractors and consultants to comply with all applicable federal and state laws and regulations.

Scope of Work

- The proposal will include material, labor and equipment to construct a playground structure.
- Contractor shall assume all responsibility for obtaining and verifying measurements.
- Contractor shall work with District staff to keep disruption of school grounds to a minimum. Trenches or ruts shall be backfilled and tamped by Contractor.
- Contractor must protect and monitor poured concrete footings until it is cured. Contractor shall be responsible for removal, and replacement, of concrete if vandalized prior to completion of entire job. Contractor is responsible for removing all concrete spillage.
- Project must be substantially complete by July 31, 2025.
- See site plans for playground location, space restrictions, and contours.
- Playground will be installed at an active construction site. Selected contractor will be required to coordinate installation of the new equipment with the school's Construction Manager for the new elementary school, Hausmann Construction.

Site Preparation & Surfacing

- The Contractor will be responsible for all site work required for installation of playground footings and groundcover. The school's Construction Manager will have rough grading completed in the area of the new playground. Site work needed to bring the playground surface to final grade will need to be provided by the playground equipment installer.
- The Contractor will be responsible for repairing any existing concrete or landscaped areas damaged as a direct result of the contractors work to its original state. This includes, but is not limited to, re-seeding areas of grass damaged by construction activities and maintenance of re-seeded areas until established.

Contractor Services

The selected Contractor shall be responsible for the following:

- The Contractor shall provide all material, labor, and supplies to satisfy the intent of the agreement.
- Meet with District staff prior to submitting the final order to confirm color, attributes and layout of the equipment.
- Respond to inquiries from District staff concerning equipment and/or construction and provide prompt attention to any issues regarding missing or mislabeled parts.
- Coordinate scheduling of construction with District staff when applicable.

- Be responsible for providing safety precautions in connection with contracted installation work.
- The proper disposal of litter and debris collected from the work site is the responsibility of the Contractor.
- Upon completion of construction, conduct an onsite audit to confirm that the equipment was installed according to manufacturer's specifications and provide written documentation of the audit to the District.
- Upon completion, Contractor will be required to provide maintenance manuals to District staff.

Equipment Requirements

- The Contractor is responsible for delivery of equipment to the project site.
- All equipment shall be compliant with all applicable regulations, standards, and guidelines including but not limited to ADA, ASTM and CPSC.
- Vertical deck and support posts must have a minimum diameter of 5 inches.
- Plastic or rubber coated decks must be predrilled to match supports.
- Hardware shall be rust resistant, preferably stainless steel.

Specific Play Element Requirements

Target ages: 2-5 for Pre-K playground, 5-12 for main playground.

Preferred Playground Color Options: blue and white with complementary colors

Available Area: 90' x 125' & side area of 50' x 42' – Playground proposal does not have to use entire area available. Avoid close proximity to fences along property line and detention pond. See attached site plan.

Required Playground Elements:

- ADA transfer tier
- Age 2-5 play structure with appropriate fencing around it
- Age 5-12 play structure
- Roof / shade structure over at least one platform per structure
- Minimum of two slides for ages 2-5 structure
- Minimum of two slides for ages 5-12 structure
- A variety of climbing elements (i.e. ropes, cargo netting, blocks, climbing walls with hand and foot holds, "stone" climbers)
- Playground surface that encompasses proposed playground equipment and fallout areas.
Preferred safety surface would be a poured in place rubberized surface with a concrete curb.

Preferred Playground Elements:

- Inclusive play features
- Separate free-standing spinner/whirl for an individual, partner, or small group
- Play features underneath platforms as space allows
- Sensory Equipment (Visual, Hearing, and Touch)
- Still Rings and/or Monkey Bars

Optional:

- Swing Sets with 4 belt seats

The following elements are not desired:

- Clear bubble/window or mirror panels
- Metal slides
- Wooden features
- Enclosed/tube slides
- Balance beams
- Flywheel/hanging spinners
- Wood chips as play area ground cover

District's General Requirements

Contractor shall agree to protect, defend, indemnify, and hold the Wayne Community Schools District, its officers, commissions, employees and agents free and harmless from and against any loss, penalties damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character resulting from the error, omission or negligent act of the Contractor, its agents, employees or representatives, in the performance of the Contractor's duties under any agreement resulting from award of this proposal. The District, or any of its agencies, will not hold harmless or indemnify any respondent for any liability whatsoever.

It is agreed between the parties that the District shall not, under any circumstances, be held responsible nor have any obligation for workers compensation benefits to the Contractor, its agents, employees and subcontractors or their agents and/or employees.

Contractor shall be required to maintain and carry in force, for the duration of the project, insurance coverage for general liability for not less than One Million Dollars (\$1,000,000) combined single limit. The successful Contractor shall furnish to the District a Certificate of Insurance verifying coverage and identifying the Wayne Community Schools District as an "additional insured" on the general liability policy. This inclusion shall not make the District a partner or joint venture with the Contractor in its operations herein.

Prior to any material change or cancellation, the Wayne Community Schools District will be given thirty (30) days advance notice by registered mail to the stated address of the certificate holder.

In the event of an occurrence, it is further agreed that any insurance maintained by the District, shall apply in excess of and not contribute with insurance provided by policies named in this contract.

The certificate holder on the Certificate of Insurance shall be as follows:

Wayne Community Schools
611 West 7th Street
Wayne, NE 68787

Contractor warrants and represents that he/she/it has policies in place governing the actions of the Contractor and any employees or agents or the Contractor regarding sexual harassment. The Contractor agrees to defend, indemnify and hold harmless the District for actions of the Contractor or Contractor's employees or agents in the execution of this agreement with the District and its officers, employees and agents. The Contractor also understands and agrees that any violation of this provision will constitute sufficient cause to terminate the agreement.

Contractor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If Contractor is an individual or sole proprietorship, the following applies:

1. The Contractor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at www.das.state.ne.us.
2. If the Contractor indicates on such attestation form that he or she is a qualified alien, the Contractor agrees to provide the US Citizenship and Immigration Services documentation required to verify the Contractor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
3. The Contractor understands and agrees that lawful presence in the United States is required and the Contractor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108.

Once the District has selected the Contractor, the District reserves the right to:

- Reduce the overall cost of a selected proposal in advance of confirming the order by requesting modifications or deletions as required to meet unexpected budgetary constraints.
- Negotiate for the substitution of specific feature while remaining consistent with the design concept.

Project Budget

The District is requesting two proposals. The base bid proposal should strive to provide as many of the desired playground systems as possible with a total project budget that would not exceed \$350,000. The second alternative proposal shall also consider the same list of desired playground elements and should not exceed \$500,000. Proposals that exceed the budgeted amount will not be considered.

Submission Requirements

Each Contractor may submit two (2) independent playground proposals to not exceed the budgeted amounts listed above.

Although two designs may be submitted, only one proposal will be selected. The proposed design(s) shall be compatible with the site. It is the responsibility of the Contractor to confirm available space and compatibility for each design.

Each proposal shall include at minimum: one original and one copy for necessary distribution. Submittals should include the following minimum requirements:

1. Company background (brief information on company's experience and qualifications, number of years constructing playgrounds, support services, experience of project manager)
2. Name and experience of all sub-contractor(s) providing professional installation.
3. For joint ventures, indicate the work and estimated percentage of the total project to be performed by each party.
4. Three client references from Nebraska or a neighboring state on similar projects completed within the last four years. Include name of organization, address, contact person, phone number, email, cost of the project, year completed. Reference letters are also encouraged, but not required.
5. List or reference of all playground components, along with a description of component materials/specifications.
6. Accessibility summary.
7. Indicate anticipated dates of construction and the anticipated completion date. Project must be substantially completed by July 31, 2025. Work may be performed over the winter months if the weather permits.
8. A total project cost proposal (must not exceed \$350,000 and \$500,000), including an itemized breakdown of all charges.
9. A site plan showing the entire design with dimensions and fall zones.
10. A color rendering of the playground design(s).
11. Copy of manufacturer's warranty and liability coverage.

The Wayne Community School District will accept only those sealed proposals, either hand delivered or received via U.S. Mail or other commercial carrier. Items transmitted by facsimile or electronically will not be accepted. Late receipt of submittals will not be considered regardless of postmark. All proposals will be validated. Submittals received after the due date will be filed unopened. Please provide two (2) paper copies of your proposal(s). Interested firms should submit their proposal(s) to the following address no later than:

2:00 p.m. Thursday, June 27, 2024 to:

Dr. Mark Lenihan
Superintendent
Wayne Community Schools
611 West 7th Street
Wayne, NE 68787

Please mark your envelope "PROPOSAL FOR 2024 WAYNE ELC PLAYGROUND STRUCTURE".

Evaluation

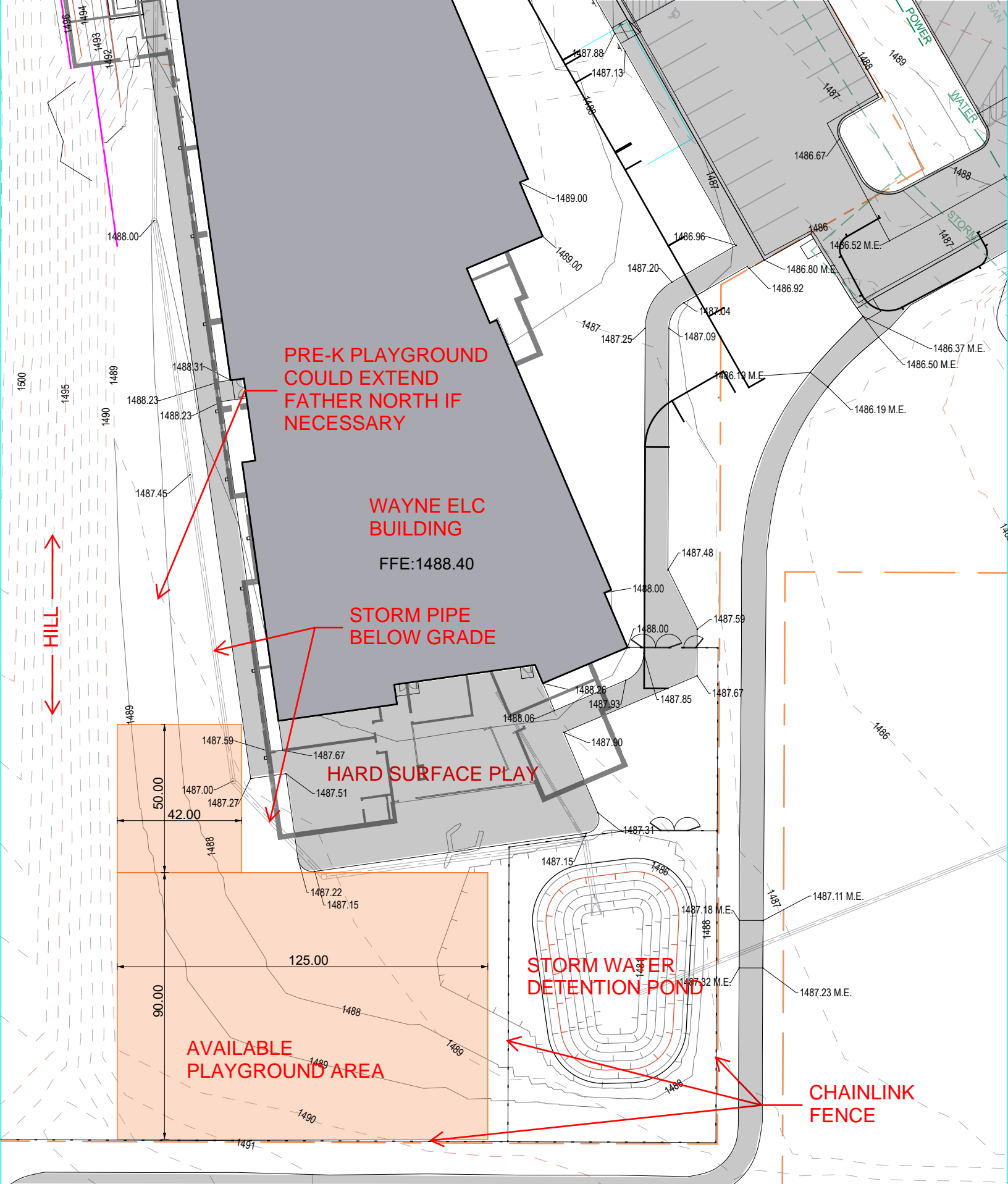
Each proposal received, within the project budget, will be evaluated on the following criteria to determine a review factor: Qualifications, Design, Compliance with RFP, Budget, Product Specifications.

Selection Process

The Review Committee will consist of members of the Wayne Community Schools Board of Education, the Superintendent, and the Elementary Principal.

The Review Committee anticipates making a recommendation to the full Board of Education on Monday, July 8, 2024. The Board of Education will select the most responsible Contractor for the project. This Request for Proposals does not commit the District to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The District reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposals, if it is in the best interest of the Wayne Community School District to do so.





Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 05/01/2024 to 05/31/2024.

Site ID	Site Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Group ID	Group Name					
Activity ID	Activity Name					
WAYNE WAYNE COMMUNITY SCHOOLS						
A SPORTS						
1005	ATHLETIC	-11,801.52	1,978.20	2,295.82	0.00	-12,119.14
1006	ATHLETIC/STRENGTH & CONDITIONING	303.44	0.00	0.00	0.00	303.44
1007	BASEBALL	9,127.43	135.00	5,936.06	0.00	3,326.37
1009	BOWLING	4,051.21	0.00	0.00	0.00	4,051.21
1010	BOYS BASKETBALL	3,930.74	1,400.00	1,400.00	0.00	3,930.74
1011	GIRLS BASKETBALL	2,318.92	2,382.50	1,650.00	0.00	3,051.42
1014	JH FOOTBALL	2,422.64	0.00	0.00	0.00	2,422.64
1015	FOOTBALL	18,356.24	0.00	415.25	0.00	17,940.99
1016	BOYS GOLF	1,249.79	0.00	0.00	0.00	1,249.79
1017	GIRLS GOLF	344.47	0.00	0.00	0.00	344.47
1019	SOFTBALL	1,375.40	0.00	0.00	0.00	1,375.40
1020	TRACK/CROSS COUNTRY	5,254.22	328.03	1,004.13	1,711.92	6,290.04
1023	UNIFIED BOWLING	3,070.57	0.00	0.00	0.00	3,070.57
1025	VOLLEYBALL	9,032.65	1,611.50	0.00	0.00	10,644.15
1030	WRESTLING	3,342.14	0.00	1,200.00	0.00	2,142.14
A Totals:		52,378.34	7,835.23	13,901.26	1,711.92	48,024.23
B CLUBS & ORGANIZATIONS						
1505	ANNUAL	10,126.82	140.00	4,532.68	0.00	5,734.14
1506	ART CLUB	208.18	0.00	0.00	0.00	208.18
1510	CLOSE-UP	764.58	2,397.00	2,397.00	0.00	764.58
1511	FCCLA	2,946.02	0.00	0.00	0.00	2,946.02
1512	FFA	17,221.26	1,277.86	1,378.53	0.00	17,120.59
1514	FBLA	6,795.72	0.00	0.00	0.00	6,795.72
1515	JH W.E.B. (WHERE EVERYONE BELONGS)	3,234.38	0.00	151.71	0.00	3,082.67
1521	MOCK TRIAL	2,289.77	0.00	0.00	0.00	2,289.77
1525	NATIONAL HONOR SOCIETY	2,699.74	0.00	0.00	0.00	2,699.74
1528	SCIENCE CLUB	0.00	0.00	0.00	0.00	0.00
1530	ONE WORLD CLUB (FORMERLY SPANISH CLUB)	4,286.04	0.00	0.00	0.00	4,286.04
1535	SPEECH/DRAMA CLUB	2,689.38	1,115.25	1,190.50	0.00	2,614.13
1540	STUDENT COUNCIL	5,767.34	552.35	713.20	0.00	5,606.49
1545	W CLUB	3,328.90	0.00	0.00	0.00	3,328.90
B Totals:		62,358.13	5,482.46	10,363.62	0.00	57,476.97

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 05/01/2024 to 05/31/2024.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
C	GRADUATING CLASSES							
	2032		CLASS OF 2021	0.00	0.00	0.00	0.00	0.00
	2033		CLASS OF 2022	0.00	0.00	0.00	0.00	0.00
	2034		CLASS OF 2023	0.00	0.00	0.00	0.00	0.00
	2035		CLASS OF 2024	536.00	0.00	0.00	0.00	536.00
	2036		CLASS OF 2025	2,442.78	0.00	0.00	0.00	2,442.78
	2037		CLASS OF 2026	0.00	185.00	0.00	0.00	185.00
	2038		CLASS OF 2027	1,191.60	0.00	0.00	0.00	1,191.60
	C Totals:			4,170.38	185.00	0.00	0.00	4,355.38
D	ACADEMIC CLUBS							
	2505		BAND	2,197.89	0.00	85.97	0.00	2,111.92
	2515		CHOIR	820.72	0.00	0.00	0.00	820.72
	D Totals:			3,018.61	0.00	85.97	0.00	2,932.64
E	DISTRICT MONIES							
	3010		DRIVERS EDUCATION	0.00	0.00	0.00	0.00	0.00
	3015		DISTRICT ENTRY FEES	-830.00	830.00	25.00	0.00	-25.00
	E Totals:			-830.00	830.00	25.00	0.00	-25.00
F	ATHLETIC SUPPORT GROUPS							
	3505		CHEERLEADERS	3,740.08	0.00	0.00	0.00	3,740.08
	3510		CONCESSIONS	24,753.88	0.00	0.00	-1,417.92	23,335.96
	3515		POPPER FUND	1,245.20	0.00	0.00	0.00	1,245.20
	F Totals:			29,739.16	0.00	0.00	-1,417.92	28,321.24
H	VOCATIONAL ORGANIZATIONS							
	4505		INDUSTRIAL ARTS	114.51	0.00	0.00	0.00	114.51
	4510		POWER DRIVE PROGRAM	10,100.21	975.00	2,598.37	0.00	8,476.84
	H Totals:			10,214.72	975.00	2,598.37	0.00	8,591.35
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 Totals:			-12,292.88	0.00	0.00	0.00	-12,292.88

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 05/01/2024 to 05/31/2024.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance	
J MISCELLANEOUS									
	5505		BLUE DEVIL "BUCKS	62.21	0.00	0.00	0.00	62.21	
	5508		DINNER THEATER	38.21	0.00	0.00	0.00	38.21	
	5512		EMPORIUM	3,335.52	0.00	26.25	0.00	3,309.27	
	5515		GRADES K-6	8,503.78	6,133.01	5,392.47	0.00	9,244.32	
	5517		HAL	134.76	0.00	0.00	0.00	134.76	
	5520		HS LIBRARY	3,820.29	244.80	0.00	0.00	4,065.09	
	5530		MUSICAL	29,194.17	0.00	683.90	0.00	28,510.27	
	5535		PADLOCK	81.10	0.00	0.00	0.00	81.10	
	5536		STUDENT ASSISTANCE	3,860.35	227.25	334.05	0.00	3,753.55	
	5537		SPED - TRANSITION (FORMERLY RESOURCE)	5,092.30	2,629.03	1,674.96	-294.00	5,752.37	
	5538		SIB SHOP	226.53	0.00	0.00	0.00	226.53	
	5540		SPECIAL OLYMPICS	233.85	0.00	0.00	0.00	233.85	
	5544		STAFF SUPPORT SERVICES	18,555.31	971.83	310.35	0.00	19,216.79	
	5545		TAB	21.26	0.00	0.00	0.00	21.26	
	5600		STUDENT FEE FUND	512.50	12,600.00	0.00	0.00	13,112.50	
	5605		STUDENT FEES/CHROMEBOOKS	12,574.88	1,176.30	0.00	0.00	13,751.18	
J Totals:				86,247.02	23,982.22	8,421.98	-294.00	101,513.26	
K MIDDLE GRADES									
	6005		JUNIOR HIGH SCHOOL	517.00	0.00	0.00	0.00	517.00	
	6012		JH SCIENCE	1,434.08	0.00	0.00	0.00	1,434.08	
K Totals:				1,951.08	0.00	0.00	0.00	1,951.08	
WAYNE Activity Totals:				236,954.56	39,289.91	35,396.20	0.00	240,848.27	
<hr/>									
			Begin Balance		Transfers	Receipts	Disbursements	Adjustments	End Balance
						39,289.91	35,396.20		
			WAYNE Bank Balances:	236,954.56		39,289.91	35,396.20	0.00	240,848.27
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Report Activity Totals:				236,954.56	39,289.91	35,396.20	0.00	240,848.27	

Wayne Public Schools

Rollup Report June 10 2024 Board Meeting

FUND	FUNCTION	Actuals May 2024	Adopted Budget	Current Budget	Actuals (YTD)	Available	% of Budget
01 - General Fund	011000 - Reg. Inst	\$505,900.79	\$6,251,550.06	\$6,251,550.06	\$4,379,956.83	\$1,871,593.23	70.06
01 - General Fund	011250 - Regular Instructional Programs School Age (Flex-Spending)	\$7,943.33	\$65,920.05	\$65,920.05	\$60,807.02	\$5,113.03	92.24
01 - General Fund	011500 - Limited English Proficiency Programs	\$8,337.33	\$121,880.04	\$121,880.04	\$79,228.71	\$42,651.33	65.01
01 - General Fund	011600 - Poverty Programs	\$10,206.99	\$122,000.01	\$122,000.01	\$92,323.42	\$29,676.59	75.67
01 - General Fund	011900 - Early Childhood Educational Programs	\$39,956.04	\$43,025.04	\$43,025.04	\$72,272.24	(\$29,247.20)	167.98
01 - General Fund	012001 - Sped - Administration	\$18,646.90	\$165,622.07	\$165,622.07	\$130,699.46	\$34,922.61	78.91
01 - General Fund	012003 - Sped - Teaching	\$100,629.90	\$1,147,003.21	\$1,147,003.21	\$857,997.60	\$289,005.61	74.80
01 - General Fund	012004 - Sped - Transition	\$347.50	\$6,000.00	\$6,000.00	\$2,085.00	\$3,915.00	34.75
01 - General Fund	012005 - Sped - Barrier removal	\$25,200.00	\$300,000.00	\$300,000.00	\$157,950.00	\$142,050.00	52.65
01 - General Fund	012910 - Special Education Instructional Programs - Ages 3-5	\$978.42	\$0.09	\$0.09	\$14,736.36	(\$14,736.27)	16,373,733.33
01 - General Fund	012950 - Special Education Instructional Programs - Unified Sports	\$302.15	\$4,550.01	\$4,550.01	\$2,719.35	\$1,830.66	59.77
01 - General Fund	013000 - Summer School -Driver Ed	\$23.96	\$20,000.00	\$20,000.00	\$23.96	\$19,976.04	0.12
01 - General Fund	013001 - Summer School - Jump Start	\$0.00	\$17,700.01	\$17,700.01	\$74.80	\$17,625.21	0.42
01 - General Fund	021200 - Guidance Services	\$16,549.25	\$194,325.05	\$194,325.05	\$149,526.43	\$44,798.62	76.95
01 - General Fund	021300 - Health Services	\$6,497.83	\$68,982.45	\$68,982.45	\$50,864.91	\$18,117.54	73.74
01 - General Fund	021400 - Psychological Services	\$0.00		\$0.00	\$10,000.00	(\$10,000.00)	
01 - General Fund	021410 - Psychological Services - SPED - School	\$13,197.91	\$130,000.00	\$130,000.00	\$80,702.50	\$49,297.50	62.08
01 - General Fund	021510 - Speech Pathology and Audiology Services - SPED - School Age	\$11,102.70	\$133,950.02	\$133,950.02	\$100,377.17	\$33,572.85	74.94
01 - General Fund	021610 - Occupational Therapy-Related Services - SPED - School Age	\$1,128.43	\$20,000.00	\$20,000.00	\$8,325.05	\$11,674.95	41.63
01 - General Fund	021710 - Physical Therapy-Related Services - SPED - School Age	\$520.00	\$7,500.00	\$7,500.00	\$2,196.75	\$5,303.25	29.29
01 - General Fund	021810 - Visually Impaired or Vision Services - SPED - School Age	\$0.00	\$8,500.01	\$8,500.01	\$0.00	\$8,500.01	0.00
01 - General Fund	021900 - Support Services - Student - Other	\$23,678.71	\$158,701.01	\$158,701.01	\$98,172.98	\$60,528.03	61.86
01 - General Fund	022200 - Library or Media Services	\$13,258.85	\$179,040.03	\$179,040.03	\$120,552.08	\$58,487.95	67.33
01 - General Fund	022240 - Educational Television Services	\$0.00	\$15,000.00	\$15,000.00	\$10,721.21	\$4,278.79	71.47
01 - General Fund	022300 - Instruction-Related Technology	\$17,252.87	\$230,617.04	\$230,617.04	\$103,759.64	\$126,857.40	44.99
01 - General Fund	023100 - Board of Education	\$8,105.74	\$85,925.00	\$85,925.00	\$68,393.24	\$17,531.76	79.60
01 - General Fund	023200 - Executive Administration	\$25,571.49	\$302,125.01	\$302,125.01	\$219,957.37	\$82,167.64	72.80
01 - General Fund	023300 - District Legal Services	\$2,265.50	\$25,000.00	\$25,000.00	\$14,867.82	\$10,132.18	59.47
01 - General Fund	024100 - Office of the Principal	\$66,884.31	\$796,924.08	\$796,924.08	\$584,223.72	\$212,700.36	73.31
01 - General Fund	024900 - School Administration Other	\$5,873.64	\$70,600.01	\$70,600.01	\$52,862.76	\$17,737.25	74.88
01 - General Fund	025100 - Fiscal Services	\$22,458.36	\$381,640.03	\$381,640.03	\$178,532.50	\$203,107.53	46.78
01 - General Fund	026100 - Operation of Buildings	\$26,008.27	\$495,000.01	\$495,000.01	\$338,023.22	\$156,976.79	68.29
01 - General Fund	026200 - Maintenance of Buildings	\$61,748.25	\$810,550.02	\$810,550.02	\$546,459.87	\$264,090.15	67.42
01 - General Fund	026300 - Care and Upkeep of Grounds	\$2,992.48	\$50,000.00	\$50,000.00	\$21,315.23	\$28,684.77	42.63

01 - General Fund	026400 - Care and Upkeep of Equipment	\$916.77	\$30,000.00	\$30,000.00	\$1,840.85	\$28,159.15	6.14
01 - General Fund	026500 - Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles)	\$337.01	\$21,000.00	\$21,000.00	\$10,564.74	\$10,435.26	50.31
01 - General Fund	027100 - Vehicle Operation and Purchasing - Regular Education	\$46,880.26	\$509,500.00	\$509,500.00	\$355,461.85	\$154,038.15	69.77
01 - General Fund	027120 - Vehicle Operation and Purchasing - School Age SPED	\$2,628.40	\$45,830.07	\$45,830.07	\$16,272.15	\$29,557.92	35.51
01 - General Fund	027220 - Monitoring Services - School Age SPED	\$0.00	\$11,770.05	\$11,770.05	\$0.00	\$11,770.05	0.00
01 - General Fund	027300 - Vehicle Servicing and Maintenance - Regular Education	\$1,714.45	\$16,000.00	\$16,000.00	\$5,774.78	\$10,225.22	36.09
01 - General Fund	027320 - Vehicle Servicing and Maintenance - School Age SPED	\$99.99	\$6,000.00	\$6,000.00	\$1,843.90	\$4,156.10	30.73
01 - General Fund	027920 - Other Student Transportation Services - School Age SPED	\$0.00	\$35,000.00	\$35,000.00	\$0.00	\$35,000.00	0.00
01 - General Fund	033000 - Community Services Operations	\$611.99	\$33,505.01	\$33,505.01	\$15,902.30	\$17,602.71	47.46
01 - General Fund	034000 - Categorical Grants from Corporations and Other Private Interests	\$0.00		\$0.00	\$2,000.00	(\$2,000.00)	
01 - General Fund	035350 - High Ability Learners	\$399.02	\$7,000.00	\$7,000.00	\$5,877.62	\$1,122.38	83.97
01 - General Fund	035400 - State Early Childhood	(\$27,121.64)	\$43,150.00	\$43,150.00	\$42,929.00	\$221.00	99.49
01 - General Fund	035510 - Career Education	\$0.00		\$0.00	\$4,370.35	(\$4,370.35)	
01 - General Fund	062000 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$9,941.32	\$130,200.00	\$130,200.00	\$89,036.24	\$41,163.76	68.38
01 - General Fund	063100 - Federal Services - Title II, Part A ESSA Supporting Effective Instruction	\$3,040.51	\$33,300.01	\$33,300.01	\$22,208.05	\$11,091.96	66.69
01 - General Fund	064040 - Federal Services - IDEA Part B (611) Base Allocation - Birth Through Age Four	\$3,957.34	\$129,265.07	\$129,265.07	\$32,351.13	\$96,913.94	25.03
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	064080 - IDEA Enroll/Pov & IDEA Base Allocation Birth-Age 4	\$7,449.75		\$0.00	\$45,795.00	(\$45,795.00)	
01 - General Fund	064100 - Federal Services - IDEA Enrollment or Poverty (611)	\$0.00	\$26,800.01	\$26,800.01	\$0.00	\$26,800.01	0.00
01 - General Fund	064120 - Federal Services - IDEA Part B Proportionate Share	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	0.00
01 - General Fund	069250 - Federal Services - Title III ESSA - ELL	\$0.00	\$0.01	\$0.01	\$0.00	\$0.01	0.00
01 - General Fund	069690 - Federal Services - Title IV, Part A ESSA	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	0.00
01 - General Fund	069880 - ARP ESSER III Afterschool	\$1,366.16		\$0.00	\$9,563.12	(\$9,563.12)	
01 - General Fund	069980 - CRRSA ESSER III - Elementary and Secondary Emergency Relief III	\$92,970.81		\$0.00	\$154,022.19	(\$154,022.19)	
01 - General Fund	080000 - Transfers (Outgoing)	\$0.00	\$15,000.01	\$15,000.01	\$0.00	\$15,000.01	0.00
01 - General Fund	090000 - Non-Program Expenditure	\$0.00		\$0.00	\$2,388.95	(\$2,388.95)	
Subtotal of Element: [FUND] 01 - General Fund		\$1,188,760.04	\$13,528,950.61	\$13,528,950.61	\$9,428,911.42	\$4,100,039.19	
Grand Total		\$1,188,760.04	\$13,528,950.61	\$13,528,950.61	\$9,428,911.42	\$4,100,039.19	

General Fund Bank Cash Balance							
(Includes Qualified Capital Balance through 8/31/09)							
Beginning 2009, Depreciation and Int Bearing are included)							
	2017	2018	2019	2020	2021-22	2022-23	2023-24
Beginning Balance Gen Fund	3,072,199.66	2,880,041.09	1,772,301.35	1,170,378.99	1,171,036.78	1,248,878.74	1,870,559.41
	279,510.11	208,659.61	-	-	-	-	8091.59
	3,351,709.77	3,088,700.70	1,772,301.35	1,170,378.99	1,171,036.78	1,248,878.74	1,878,651.00
September							
Cash Receipts	2,164,460.75	2,070,539.53	2,032,423.79	2,176,439.93	2,427,050.00	2,549,697.02	2,805,940.00
Cash Expenditures	861,764.76	868,981.32	936,028.95	931,542.53	900,672.00	922,554.35	936,210.00
Month End Cash Balance	4,374,895.65	4,081,599.30	2,868,696.19	2,415,276.39	2,697,414.78	2,876,021.41	3,748,381.00
-Qual Cap to 2010 Dep to 20	279,510.11	208,659.61					
	4,654,405.76	4,290,258.91	2,868,696.19	2,415,276.39	2,697,414.78	2,876,021.41	3,748,381.00
End Check Acct Balance							
October							
Cash Receipts	632,890.14	390,868.24	590,673.84	659,454.01	330,665.00	398,709.00	\$549,285.00
Cash Expenditures	826,275.75	853,726.95	893,526.18	897,048.58	851,004.00	997,580.00	\$994,961.00
Month End Cash Balance	4,181,510.04	3,618,740.59	2,565,843.85	2,177,681.82	2,177,075.78	2,277,150.41	3,302,705.00
-Qual Cap to 2010 Dep to 20	251,319.11	208,659.61					
End check Acct Balance	4,432,829.15	3,827,400.20	2,565,843.85	2,177,681.82	2,177,075.78	2,277,150.41	3,302,705.00
November							
Cash Receipts	301,034.31	144,747.59	148,672.91	189,339.89	132,383.06	231,063.00	\$318,968.00
Cash Expenditures	1,024,178.04	1,058,002.01	1,026,118.38	1,110,649.89	995,916.37	996,580.00	\$1,034,831.00
End Chk Acct Balance	3,458,366.31	2,705,486.17	1,688,398.38	1,256,371.82	1,313,542.47	1,511,633.41	2,586,842.00
-Qual Cap to 2010 Dep to 20	237,001.86	208,659.61					
End Chk Acct Balance	3,695,368.17	2,914,145.78	1,688,398.38	1,256,371.82	1,313,542.47	1,511,633.41	2,586,842.00
December							
Cash Receipts	167,658.14	352,086.99	185,317.66	170,821.39	235,029.00	260,136.00	\$434,964.00
Cash Expenditures	817,475.27	893,399.65	920,082.83	903,917.26	1,046,238.00	913,400.00	\$1,002,847.00
Month End Cash Balance	2,808,549.18	2,164,173.51	953,633.21	523,275.95	502,333.47	858,369.41	2,018,959.00
-Qual Cap to 2010 Dep to 20	233,965.92						
End Chk Acct Balance	3,042,515.10						
January							
Cash Receipts	1,600,378.84	1,405,040.11	1,444,210.92	1,506,032.72	2,340,159.00	2,240,099.00	\$2,191,881.00
Cash Expenditures	846,506.33	857,572.22	882,259.48	868,868.38	899,520.00	978,658.00	\$952,879.00
Month End Total	3,562,421.69	2,711,641.40	1,515,584.65	1,160,440.29	1,942,972.47	2,119,810.41	3,257,961.00
-Qual Cap to 2010 Dep to 20	233,965.92						

End Chk Acct Balance	3,796,387.61							
February								
Cash Receipts	796,399.95	564,395.79	742,250.21	644,793.61	678,784.67	1,258,663.00	\$1,252,612.00	
Cash Expenditures	1,002,823.90	976,953.80	897,779.93	868,434.42	955,524.40	991,766.00	\$1,165,714.00	
Month End Total	3,355,997.74	2,299,083.39	1,360,054.93	936,799.48	1,666,232.74	2,386,707.41	3,344,859.00	
-Qual Cap to 2010 Dep to 20	233,965.92							
End Chk Acct Balance	3,589,963.66							
March								
Cash Receipts	505,316.58	498,500.80	654,502.30	608,803.83	627,405.00	381,443.00	\$789,041.00	
Cash Expenditures	799,409.70	810,096.43	927,120.20	816,973.30	1,076,093.00	1,005,519.00	\$1,089,890.00	
Month End Total	3,061,904.62	1,987,487.76	1,087,437.03	728,630.01	1,217,544.74	1,762,631.41	3,044,010.00	
-Qual Cap to 2010 Dep to 20	233,965.92							
End Chk Acct Balance	3,295,870.54							
April								
Cash Receipts	576,145.18	460,516.61	509,610.36	635,634.67	733,184.00	808,641.00	\$699,408.00	
Cash Expenditures	770,451.88	828,378.82	826,888.68	943,996.02	992,472.00	977,372.00	\$1,062,291.00	
Month End Total	2,867,597.92	1,619,625.55	770,158.71	420,268.66	958,256.74	1,593,900.41	2,681,127.00	
-Qual Cap to 2010 Dep to 20	233,965.92							
End Chk Acct Balance	3,101,563.84							
May								
Cash Receipts	2,297,523.79	2,665,006.46	3,341,112.96	3,264,238.39	3,185,794.00	2,937,237.00	\$3,791,352.00	
Cash Expenditures	1,049,245.47	1,074,728.38	937,444.35	1,379,090.35	1,132,427.00	998,809.00	\$1,188,760.00	
Month End Total	4,115,876.24	3,209,903.63	3,173,827.32	2,305,416.70	3,011,623.74	3,532,328.41	5,283,719.00	
-Qual Cap to 2010 Dep to 20	233,965.92							
End Chk Acct Balance	4,349,842.16							
June								
Cash Receipts	1,088,957.55	934,839.52	343,740.41	823,668.43	928,773.00	1,238,129.00		
Cash Expenditure	822,606.96	829,381.31	843,548.45	807,538.76	955,061.00	1,083,562.00		
Month End Total	4,382,226.83	3,315,361.84	2,674,019.28	2,321,546.37	2,985,335.74	3,686,895.41	5,283,719.00	
-Qual Cap to 2010 Dep to 20	158,659.61							
End Chk Acct Balance	4,540,886.44							
July								
Cash Receipts	174,917.61	123,433.81	181,177.06	374,240.47	140,415.00	131,834.00		
Cash Expenditures	926,970.47	925,075.10	1,064,956.23	930,820.06	1,049,605.00	959,464.00		

Month End Total	3,630,173.97	2,513,720.55	1,790,240.11	1,764,966.78	2,076,145.74	2,859,265.41	5,283,719.00
-Qual Cap to 2010 Dep to 20	158,659.61						
End Chk Acct Balance	3,788,833.58						
August							
Cash Receipts	143,342.54	177,787.62	178,321.82	246,814.00	190,753.00	224,089.00	
Cash Expenditures	893,475.42	919,207.09	798,182.94	840,744.00	958,020.00	1,212,795.00	
Transfers					60,000.00		
Month End Total	2,880,041.09	1,772,301.08	1,170,378.99	1,171,036.78	1,248,878.74	1,870,559.41	5,283,719.00
-Qual Cap to 2010 Dep to 20	208,659.61						
End Chk Acct Balance	3,088,700.70				1,248,878.74	1,870,559.41	\$5,283,719.00
Total GF Cash Receipts for							
Year	10,449,025.38	9,787,763.07	10,352,014.24	11,300,281.34	11,950,394.73	12,659,740.02	
	(0.04)	(0.06)	0.06	0.09	0.06	0.06	

	2006	2007	2008	2009	2010	2011
Beginning Balance Gen Fund	546,063.47	5,561.65	4,049.96	3,457.86	5,930.71	3,337.01
-Qual Cap to 2010 Dep to 2018			<u>4,025.15</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,775.42</u>
			3,075.11	3,457.86	3,000.00	3,112.43
					<u>5,930.71</u>	
September						
Cash Receipts	1,546,514.78	5,527.67	5,347.03	3,853.26	3,448.82	3,329.77
Cash Expenditures	688,793.60	1,282.22	3,526.93	4,761.19	3,710.53	<u>4,547.95</u>
Month End Cash Balance	1,403,784.65	3,807.10	3,870.06	3,549.93	5,669.00	7,118.83
-Qual Cap to 2010 Dep to 2018			3,298.94	3,000.00	3,000.00	3,775.42
				<u>3,000.00</u>	<u>3,000.00</u>	3,894.25
End Check Acct Balance			3,169.00	3,549.93	5,669.00	
October						
Cash Receipts	575,405.38	3,193.10	3,720.90	3,324.65	3,919.17	5,262.38
Cash Expenditures	609,870.78	3,453.28	4,878.74	4,661.40	3,760.48	<u>3,329.22</u>
Month End Cash Balance	1,369,319.25	1,546.92	3,712.22	4,213.18	3,827.69	2,051.99
-Qual Cap to 2010 Dep to 2018			2,831.34	3,000.00	3,000.00	3,775.42
				<u>3,000.00</u>	<u>3,000.00</u>	3,827.41
End check Acct Balance			3,543.56	4,213.18	3,827.69	
November						
Cash Receipts	259,391.19	7,045.58	3,757.57	2,356.54	3,956.33	3,139.02
Cash Expenditures	693,864.67	3,554.40	5,728.65	3,053.62	3,934.76	<u>7,597.83</u>
End Chk Acct Balance	934,845.77	2,038.10	4,741.14	3,516.10	4,849.26	7,593.18
-Qual Cap to 2010 Dep to 2018			3,925.30	3,000.00	5,632.00	3,775.42
			3,666.44	<u>3,000.00</u>	<u>3,000.00</u>	4,368.60
End Chk Acct Balance				3,516.10	3,481.26	
December						
Cash Receipts	342,360.76	7,604.96	2,183.78	5,992.87	3,057.42	3,652.88
Cash Expenditures	617,664.23	7,354.98	3,715.15	3,904.55	3,432.35	3,068.52
Month End Cash Balance	659,542.30	2,288.08	3,209.77	7,604.42	4,474.33	3,177.54
-Qual Cap to 2010 Dep to 2018		629.42	4,350.38	3,000.00	3,375.00	3,775.42
		1,658.66	4,560.15	<u>-</u>	-	4,952.96
End Chk Acct Balance				7,604.42	3,849.33	
January						

Cash Receipts	874,012.15	0,697.69	7,791.27	7,834.43	5,477.49	3,456.66
Cash Expenditures	716,209.88	3,027.09	7,404.64	3,625.64	4,285.18	3,246.81
Month End Total	817,344.57	3,958.68	0,596.40	3,813.21	5,666.64	2,387.39
-Qual Cap to 2010 Dep to 2018		3,594.83	3,623.83	Dep 0,000.00	3,375.00	3,775.42
End Chk Acct Balance		0,363.85	3,220.23	Int Bearin -	3,813.21	5,041.64
						3,162.81
February						
Cash Receipts	569,479.34	7,192.32	3,052.64	3,624.27	0,257.99	2,770.58
Cash Expenditures	676,128.72	2,387.82	7,805.32	5,023.44	7,775.94	5,953.09
Month End Total	710,695.19	4,763.18	3,843.72	3,414.04	3,148.69	3,204.88
-Qual Cap to 2010 Dep to 2018		1,010.33	2,030.34	Dep 0,000.00	3,375.00	3,775.42
End Chk Acct Balance		3,752.85	0,874.06	Int Bearin -	7,523.69	5,980.30
						3,414.04
March						
Cash Receipts	395,711.59	3,883.44	3,018.70	4,246.05	4,552.25	1,647.85
Cash Expenditures	693,654.97	3,644.90	4,083.17	0,951.09	0,343.38	3,356.25
Month End Total	412,751.81	3,991.39	2,779.25	1,709.00	2,357.56	1,496.48
-Qual Cap to 2010 Dep to 2018		3,576.31	3,497.44	Dep 0,000.00	3,375.00	3,775.42
End Chk Acct Balance		2,567.70	1,276.69	Int Bearin 0,000.00	1,732.56	3,271.90
						1,709.00
April						
Cash Receipts	447,515.65	0,128.76	3,815.26	1,513.39	1,820.21	5,543.98
Cash Expenditures	694,717.82	5,884.62	0,707.09	2,897.05	4,880.10	2,300.75
Month End Total	165,549.64	3,235.53	0,887.42	0,325.34	3,297.67	4,739.71
-Qual Cap to 2010 Dep to 2018		5,548.20	2,971.08	Dep 0,000.00	3,375.00	4,775.42
End Chk Acct Balance		3,783.73	3,858.50	Int Bearin 0,000.00	3,672.67	3,515.13
						0,325.34
May						
Cash Receipts	1,607,775.35	3,034.89	1,912.90	7,609.74	7,591.05	3,784.36
Cash Expenditures	607,988.52	3,331.14	3,253.05	0,788.43	4,626.93	0,157.00
Month End Total	1,165,336.47	2,939.28	4,547.27	7,146.65	2,261.79	3,367.07
-Qual Cap to 2010 Dep to 2018		1,703.05	3,251.70	Dep 0,000.00	3,225.42	4,775.42
End Chk Acct Balance		4,642.33	2,798.97	Int Bearin 0,000.00	3,487.21	3,142.49

7,146.65

June

Cash Receipts	686,395.78	3,828.76	3,114.73	2,912.93	1,277.92	3,447.36
Cash Expenditure	614,529.50	5,178.09	5,538.45	3,353.76	3,746.59	3,927.62
Month End Total	1,237,202.75	3,589.95	7,123.55	3,705.82	3,793.12	3,886.81
-Qual Cap to 2010 Dep to 2018		3,258.98	5,942.95	Dep 3,000.00	3,725.42	4,775.42
End Chk Acct Balance		5,848.93	3,066.50	Int Bearin 3,000.00	3,518.54	5,662.23
				3,705.82		

July

Cash Receipts	124,975.75	3,635.11	7,263.56	2,731.63	3,976.57	3,017.15
Cash Expenditures	608,558.00	3,693.53	1,337.16	7,588.33	5,459.95	3,099.86
Month End Total	753,620.50	7,531.53	3,049.95	4,849.12	7,309.74	2,804.10
-Qual Cap to 2010 Dep to 2018		3,132.65	5,469.03	Dep 3,000.00	3,775.42	3,590.42
End Chk Acct Balance		7,664.18	3,518.98	Int Bearin 3,000.00	4,085.16	3,394.52
				4,849.12		

August

Cash Receipts	123,388.71	2,546.65	3,617.54	3,258.32	5,970.24	3,769.19
Cash Expenditures	561,447.56	3,028.22	1,209.63	7,176.73	3,942.97	1,614.23
Month End Total	315,561.65	4,049.96	3,457.86	5,930.71	3,337.01	7,959.06
-Qual Cap to 2010 Dep to 2018		4,025.15	3,311.81	Dep 3,000.00	3,775.42	3,590.42
End Chk Acct Balance		3,075.11	3,769.67	Int Bearin 3,000.00	3,112.43	4,549.48
				5,930.71	3,112.43	

Total GF Cash Receipts for Year 3,595.88 3,258.08 5,305.46 3,821.18

0.25 0.04 (0.25)

2012	2013	2014	2015	2016
7,959.06	5,463.76	3,428.79	1,335.73	2,628,307.90
<u>3,590.42</u>	<u>3,698.95</u>	<u>5,864.58</u>	<u>4,126.12</u>	<u>283,975.81</u>
4,549.48	3,162.71	5,293.37	5,461.85	2,912,283.71
2,086.05	4,742.03	1,841.43	3,281.88	2,389,138.56
<u>3,351.13</u>	<u>3,795.78</u>	<u>3,897.82</u>	<u>3,340.43</u>	<u>784,463.93</u>
3,693.98	3,410.01	1,372.40	3,277.18	4,232,982.53
<u>7,607.42</u>	<u>1,786.55</u>	<u>5,864.58</u>	<u>2,457.12</u>	<u>283,975.81</u>
7,301.40	2,196.56	7,236.98	2,734.30	4,516,958.34
7,077.86	2,326.61	5,820.41	2,338.19	539,961.39
<u>2,072.55</u>	<u>3,667.00</u>	<u>4,224.80</u>	<u>3,854.94</u>	<u>808,447.45</u>
4,699.29	2,069.62	2,968.01	3,760.43	3,964,496.47
7,607.42	1,786.55	5,864.58	2,457.12	283,975.81
<u>3,734.15</u>				
1,040.86	3,856.17	3,832.59	3,217.55	4,248,472.28
3,008.65	3,136.20	3,261.27	3,900.56	152,010.85
<u>5,513.26</u>	<u>5,845.22</u>	<u>1,905.56</u>	<u>7,974.59</u>	<u>1,034,561.56</u>
5,194.68	2,360.60	4,323.72	2,686.40	3,081,945.76
7,732.42	1,786.55	5,864.58	2,457.12	283,975.81
<u>3,734.15</u>				
1,661.25	4,147.15	3,188.30	5,143.52	3,365,921.57
3,968.97	1,901.30	3,816.73	3,565.85	248,227.51
<u>3,962.02</u>	<u>2,576.59</u>	<u>1,307.96</u>	<u>1,020.54</u>	<u>794,564.23</u>
5,201.63	1,685.31	1,832.49	5,231.71	2,535,609.04
5,492.45	1,786.55	5,864.58	2,457.12	283,975.81
<u>3,734.15</u>				
3,428.23	3,471.86	7,697.07	7,688.83	2,819,584.85

3,637.77	4,923.24	5,042.00	4,482.24	1,758,387.98
<u>7,764.37</u>	<u>7,283.76</u>	<u>1,675.54</u>	<u>1,692.06</u>	<u>896,957.50</u>
7,075.03	3,324.79	5,198.95	3,021.89	3,397,039.52
3,972.45	1,786.55	5,864.58	2,457.12	283,975.81

4,047.48	1,111.34	1,063.53	0,479.01	3,681,015.33
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3,531.69	0,761.06	3,588.06	1,182.53	789,776.06
<u>1,698.35</u>	<u>2,725.07</u>	<u>3,230.29</u>	<u>3,961.02</u>	<u>899,588.08</u>
3,908.37	7,360.78	2,556.72	3,243.40	3,287,227.50
3,972.45	3,706.55	5,864.58	2,457.12	283,975.81
0,880.82	3,067.33	3,421.30	1,700.52	3,571,203.31

0,306.99	5,480.88	1,244.39	7,981.80	546,787.36
<u>4,721.36</u>	<u>7,883.01</u>	<u>4,360.93</u>	<u>4,769.35</u>	<u>793,112.90</u>
3,494.00	4,958.65	3,440.18	2,455.85	3,040,901.96
4,521.93	3,706.55	5,864.58	2,457.12	283,975.81
4,015.93	3,665.20	5,304.76	4,912.97	3,324,877.77

1,058.74	3,470.73	2,389.43	1,911.22	472,010.44
<u>7,164.62</u>	<u>3,417.96</u>	<u>3,547.93</u>	<u>3,917.19</u>	<u>900,153.47</u>
3,388.12	5,011.42	3,281.68	0,449.88	2,612,758.93
2,653.65	4,772.92	3,864.58	2,451.12	283,975.81
3,041.77	3,784.34	0,146.26	2,901.00	2,896,734.74

3,411.75	3,696.02	3,551.21	2,495.13	2,325,525.95
<u>3,417.72</u>	<u>3,135.45</u>	<u>2,221.16</u>	<u>7,324.38</u>	<u>840,947.23</u>
3,382.15	7,571.99	3,611.73	5,620.63	4,097,337.65
2,813.65	3,374.52	3,864.28	3,062.10	283,975.81
3,195.80	3,946.51	3,476.01	3,682.73	4,381,313.46

5,483.33	1,233.86	1,685.78	1,067.50	1,389,240.76
<u>7,637.44</u>	<u>4,811.45</u>	<u>7,943.27</u>	<u>5,837.02</u>	<u>841,703.12</u>
4,228.04	3,994.40	3,354.24	3,851.11	4,644,875.29
3,233.65	3,374.52	3,564.58	7,256.50	233,707.37
7,461.69	3,368.92	3,918.82	3,107.61	4,878,582.66

1,930.04	4,408.52	3,536.92	3,949.53	166,613.97
<u>3,102.00</u>	<u>1,387.78</u>	<u>5,292.30</u>	<u>2,920.20</u>	<u>1,005,178.81</u>
3,056.08	7,015.14	3,598.86	3,880.44	3,806,310.45
3,383.65	5,864.58	3,574.99	3,712.81	229,510.11
3,439.73	2,879.72	5,173.85	7,593.25	4,035,820.56

3,221.44	3,913.82	3,292.77	3,931.34	159,624.44
<u>3,813.76</u>	<u>1,500.17</u>	<u>3,555.90</u>	<u>4,503.88</u>	<u>893,735.23</u>
5,463.76	3,428.79	1,335.73	3,307.90	3,072,199.66
3,698.95	5,864.58	4,126.12	3,975.81	279,510.11
3,162.71	5,293.37	5,461.85	2,283.71	3,351,709.77

3,723.28	2,994.27	7,070.40	3,087.77	10,937,305.27
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0.15	0.03	0.12	(0.03)	0.06
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