

Board of Education Regular Meeting
Monday, May 12, 2025 5:00 PM
Jr/Sr High School Library
611 West 7th Street
Wayne, NE 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 (5/8/25), 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. Tracy Anderson - Vocal Music
 - II.b. Music Boosters
- III. Celebration of Success
- IV. Action Items
 - IV.a. Old Business
 - IV.a.I. Second Reading of 2025-26 Kids Club Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2025-26 Kids Club Handbook
 - IV.b. New Business

IV.b.I. Payment Application No. 22: Hausmann Construction - Discuss, Consider, and Take Necessary Action on Payment Application No. 22

IV.b.II. 2025-26 Nebraska ESUCC-Sysco Food Service Agreement - Discuss, Consider, and Take Necessary Action on 2025-26 Nebraska ESUCC-Sysco Food Service Agreement

IV.b.III. Sterling Chromebook Quote - Discuss, Consider, and Take Necessary Action on Sterling Chromebook Quote

IV.b.IV. First Reading of 2025-26 Pre K Early Learning Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2025-26 Pre K Early Learning Handbook

IV.b.V. First Reading of 2025-26 K-2 Early Learning Center Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2025-26 K-2 Early Learning Center Handbook

IV.b.VI. First Reading of 2025-26 Elementary (3-6) Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2025-26 Elementary Handbook

IV.b.VII. Voluntary Student Accident & Catastrophic Insurance - Discuss, Consider, and Take Necessary Action on Voluntary Student Accident & Catastrophic Insurance

V. Administration and Board Committee Reports:

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

V.a.I. Superintendent

V.a.I.1. TIF Information

V.a.I.2. Line Item Budget - First Draft

V.a.I.3. 2025-26 School Lunch Prices

V.a.I.4. 2024-25 Enrollment Update

V.a.I.5. Option Enrollment Update

V.a.I.6. Elementary Inter-Active Display Inventory

V.a.II. High School Principal

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

V.a.IV. Elementary Principals

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

V.b. Board Committees

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

V.b.II. Curriculum and Committee on American Civics - Jaime Manz, Jodi Pulfer, Sylvia Ruhl, Mark Lenihan, Andi Diediker, Russ Plager

V.b.III. Facility/Safety/Finance - Justin Davis, Lynn Junck, Brent Pick, Mark Lenihan, Russ Plager, Dave Wragge, Darian Stoltenberg, Jordan Widner

V.b.IV. Policy/Title IX - Jaime Manz, Brent Pick, Jodi Pulfer, Mark Lenihan, Misty Bear, Courtney Maas

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

V.b.VI. Legislative - Lynn Junck, Brent Pick, Sylvia Ruhl, Mark Lenihan

VI. Boardsmanship

*School Law Seminar June 11-12, 2025 - Kearney

VII. Future Agenda Items

*Graduation - Saturday, May 17, 2025, 1:00 p.m., Jr/Sr High School Gym

*Vending Contract

*Banking Bid

*Payment Application No. 23: Hausmann Construction

*Second Reading of 2025-26 7-12 Handbook Changes

*Second Reading of 2025-26 Elementary (3-6) Handbook

*Second Reading of 2025-26 Pre K ELC Handbook

*Second Reading of 2025-26 K-2 ELC Handbook

*First Reading of 2025-26 Non-Certificated Staff Handbook

*First Reading of 2025-26 Certificated Staff Handbook

*Edits of 8000 Policies

*Policy Updates

*Annual Summer Retreat

*Set Hot Lunch and Milk Prices

*Board Review of Policies 6000-6240

VIII. Adjournment

Wayne Community Schools
Board of Education Regular Meeting Minutes
April 14, 2025

The regular meeting of the Wayne Board of Education was held at 611 West 7th Street, Wayne, NE, 68787, on Monday, April 14, 2025 at 5:00 PM. Notice of the meeting and place of agenda was posted at Wayne Community Schools, posted in The Wayne Herald (4/10/25), and online: wayneschools.org. A copy of the Nebraska Open Meetings Act was displayed for the public to read.

Present Board Members:

Mr. Justin Davis
Mr. Lynn Junck
Mrs. Jaime Manz
Mr. Brent Pick
Dr. Jodi Pulfer
Mrs. Sylvia Ruhl

I. Call the Meeting to Order

Discussion: The meeting was called to order at 5:00 p.m. in the Jr/Sr High School Library.

I.a. Pledge of Allegiance

I.b. Announce Open Meetings Act Posting and Location - Posted at Wayne Community Schools, Published in the Wayne Herald (4/10/25), 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.

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

Mr. Justin Davis:	Yes
Mr. Lynn Junck:	Yes
Mrs. Jaime Manz:	Yes
Mr. Brent Pick:	Yes
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 six yes votes.

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

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

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

I.f. Personnel

Discussion: No report.

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

II.a. Sarah Oltjenbruns - Elementary Library

Discussion: Sarah Oltjenbruns, Elementary Librarian, presented things that are taught in the library. She discussed what learning is like for the different grade levels.

III. Celebration of Success

Discussion: Students from National Merit Scholarship Finalists, State FFA Qualifiers, District Speech Champions, State Speech Qualifiers, Regional Science Fair, and Idita-Read Finishers

IV. Action Items

IV.a. Old Business

IV.b. New Business

IV.b.II. Payment Application No. 20 - Hausmann Construction: Retainage - Discuss, Consider, and Take Necessary Action on Payment Application No. 20 - Hausmann Construction

Motion to approve the Payment Application No. 20 to Hausmann Construction, in the amount of \$469,073.34 for 5% Retainage on the High School Addition and Remodeling Project, passed with a motion by Mr. Lynn Junck and a second by Mr. Brent Pick. Motion carried with six yes votes.

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

Discussion: The Board approved Payment Application No. 20 to Hausmann Construction.

IV.b.II. Payment Application No. 21: Hausmann Construction - Discuss, Consider, and Take Necessary Action on Payment Application No. 21

Motion to approve the Payment Application No. 21 to Hausmann Construction in the amount of \$657,066.57, passed with a motion by Mr. Brent Pick and a second by Mr. Lynn Junck. Motion carried with six yes votes.

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

Discussion: The Board approved Payment Application No. 21 to Hausmann Construction.

IV.b.III. Administrative Regulation 5205: Graduation - Discuss, Consider, and Take Necessary Action on Administrative Regulation 5205: Graduation

Motion to approve the Administrative Regulation 5205: Graduation passed with a motion by Mrs. Sylvia Ruhl and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

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

Discussion: The Board approved Administrative Regulation 5205: Graduation.

IV.b.IV. First and Final Reading of Edit to Policy 9320: Order of Business for Regular Meetings - Discuss, Consider, and Take Necessary Action on First and Final Reading of Edit to Policy 9320: Order of Business for Regular Meetings

Motion to approve the first and final reading of edit to Policy 9320: Order of Business for Regular Meetings passed with a motion by Mr. Justin Davis and a second by Mr. Lynn Junck. Motion carried with six yes votes.

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

Discussion: The Board approved the edit to Policy 9320: Order of Business for Regular Meetings. The policy states the order in which the Board Meetings are held.

IV.b.V. High School Math Textbooks/Curriculum Resources - Discuss, Consider, and Take Necessary Action on the High School Math Textbooks/Curriculum Resources

Motion to approve the quote from McGraw-Hill, LLC for \$39,360.91 for High School Math Textbooks/Curriculum Resources passed with a motion by Mr. Justin Davis and a second by Mr. Lynn Junck. Motion carried with six yes votes.

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

Discussion: The Board approved the quote from McGraw-Hill, LLC for \$39,360.91 for High School math textbooks and curriculum resources.

IV.b.VI. Accept 2025 Graduate List - Discuss, Consider, and Accept 2025 Graduate List

Motion to Accept the 2025 Graduate List passed with a motion by Mrs. Jaime Manz and a second by Mr. Lynn Junck. Motion carried with six yes votes.

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

Discussion: The Board accepted the 2024-25 list of graduates. Graduates will receive their diplomas upon successful completion of graduation requirements.

IV.b.VII. 2025-26 Classified Staff Salary Schedule - Discuss, Consider, and Take Necessary Action on 2025-26 Classified Staff Salary Schedule

Motion to approve the 2025-26 Classified Staff Salary Schedule passed with a motion by Mr. Lynn Junck and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

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

Discussion: The Board approved the 2025-26 Classified Salary Schedule, to be effective with the May 2025 payroll.

IV.b VIII. First Reading of 2025-26 7-12 Handbook Changes - Discuss, Consider, and Take Necessary Action on First Reading of 2025-26 7-12 Handbook Changes

Motion to approve the First Reading of presented changes to 2025-26 7-12 Handbook passed with a motion by Mrs. Sylvia Ruhl and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

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

Discussion: The Board approved the presented changes to the First Reading of the 2025-26 7-12 Handbook. Second Reading will be in June.

IV.b.IX. First Reading of 2025-26 Kids Club Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2025-26 Kids Club Handbook

Motion to approve the First Reading of 2025-26 Kids Club Handbook passed with a motion by Mrs. Jaime Manz and a second by Mr. Brent Pick. Motion carried with six yes votes.

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

Discussion: The Board approved the First Reading of the 2025-26 Kids Club Handbook.

IV.b.X. Technology Purchase for the Early Learning Center Interactive Screens - Discuss, Consider, and Take Necessary Action on Technology Purchase for the Early Learning Center Interactive Displays

Motion to approve the quote from Pine Cove Consulting, in the amount of \$38,375 for 16 Interactive Displays for the Early Learning Center, passed with a motion by Mr. Justin Davis and a second by Mr. Brent Pick. Motion carried with six yes votes.

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

Discussion: The Board approved the quote from Pine Cove Consulting for interactive displays for the Early Learning Center.

IV.b.XI. Final Day of 2024-25 School Year - Discuss, Consider, and Take Necessary Action on Final Day of 2024-25 School Year

Motion to approve Tuesday, May 20, 2025 as the final day of the 2024-25 school year passed with a motion by Mrs. Jaime Manz and a second by Mrs. Sylvia Ruhl. Motion carried with six yes votes.

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

Discussion: Seniors last day will be Monday, May 12, 2025. Graduation is Saturday, May 17, 2025, beginning at 1:00 p.m. in the Jr/Sr High School Gym. Early Learning Center graduation is Friday, May 9, 2025, at 5:30 p.m. and 7:00 p.m., in the Jr/Sr High School Auditorium. This is also the last day for ELC students. Final day of school for K-11 students is Tuesday, May 20, 2025, with a noon dismissal. Teachers final day is Friday, May 23, 2025.

V. Administration and Board Committee Reports:

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

V.a.I. Superintendent

V.a.I.1. Rule 10 Safety Review and ALICAP Employee Safety Review

Discussion: Dr. Lenihan discussed the Rule 10 Safety Review and Alicap review. He stated both went very well.

V.a.I.2. SRO Update - Meeting Review with City and Wayne PD

Discussion: Dr. Lenihan noted the City Council will be discussing the Inter-local agreement for the Student Resource Officer. The agreement will be on WCS July Board Agenda.

V.a.I.3. Banking RFP

Discussion: Dr. Lenihan discussed the Request for Proposal for Bank Deposits. Proposals will be due by May 15, 2025.

V.a.II. High School Principal

Discussion: Mr. Plager thanked Mrs. Koch and Mrs. Harpham for their organization of the Junior Job Shadow Day. He stated the Career Fair afterwards was greatly attended.

V.a.II.1. Early Graduate Numbers

Discussion: Mr. Plager stated there were five early graduates.

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

Discussion: Mrs. Bear stated the Special Education department is working on the 2025-26 caseloads.

EL Program Review

Discussion: Mrs. Bear reported the number of English Learner students in the District. She thanked the Board for the addition of the Newcomers teacher for this school year.

V.a.IV. Elementary Principals

Discussion: Mrs. Maas reported on the ASD Conference she attended in Kearney. Mr. Diediker discussed NSCAS testing for grades 3-6.

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

Discussion: Mr. Wragge shared the number of spring athletes.

V.b. Board Committees

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

Discussion: Rusty Parker discussed the upcoming Alumni Tournament. IDEA Grants in the amount of \$1500 have been awarded to teachers in each building.

V.b.II. Curriculum and Committee on American Civics - Jaime Manz, Jodi Pulfer, Sylvia Ruhl, Mark Lenihan, Andi Diediker, Russ Plager

Discussion: Dr. Lenihan discussed the potential of offering upper-level science classes to neighboring district.

V.b.III. Facility/Safety/Finance - Justin Davis, Lynn Junck, Brent Pick, Mark Lenihan, Russ Plager, Dave Wragge, Darian Stoltenberg, Jordan Widner

Discussion: Jordan Widner stated the new ELC building is coming along nicely. Furniture for the new building will be delivered next week.

V.b.IV. Policy/Title IX - Jaime Manz, Brent Pick, Jodi Pulfer, Mark Lenihan, Misty Bear, Courtney Maas

Discussion: Edits to some of the 8000 policies will be on the May Board Agenda.

V.b.IV.1. Review of Policies 8000-8347

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

Discussion: No report.

V.b.VI. Legislative - Lynn Junck, Brent Pick, Sylvia Ruhl, Mark Lenihan

Discussion: Dr. Lenihan discussed upcoming legislation issues.

VI. Boardsmanship

VII. Future Agenda Items

*Payment Application No. 22: Hausmann Construction

*Second Reading of Admin Reg 5205: Graduation

*Second Reading of 2025-26 7-12 Handbook Changes (June Meeting)

- *Second Reading of 2025-26 Kids Club Handbook
- *First Reading of 2025-26 ELC Handbook
- *First Reading of 2025-26 Non-Certificated Staff Handbook
- *Board Review of Policies 7000-7070
- *Graduation Chamber Coffee - April 25, 2025, Jr/Sr Auditorium
- *Early Learning Center Graduation - Friday, May 9, 2025 - 5:30 & 7:00
- *Graduation - Saturday, May 17, 2025, 1:00 p.m., Jr/Sr High School Gym

Discussion: Additional Future Agenda Items include: First Reading of PreK Early Learning Center Handbook, 8000 Policy edits.

VIII. Adjournment

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

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

Discussion: The meeting was adjourned at 5:00 p.m. The next regular Board Meeting will be Monday, May 12, 2025, in the Jr/Sr High School Library. The meeting will begin at 5:00 p.m.

Deb Daum, Secretary

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY24-25; Begin Date: 04/16/2025; End Date: 04/18/2025; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ((FUND) = "06") ; Created On: 4/16/2025 5:28:34 PM

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04162025	State Nebraska Bank	540978	5858	Cash-Wa Distributing	\$15,023.99	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Cash-Wa Distributing		4/1/2025	06-2-031000-610-000-000	supply, SN		\$643.38
Cash-Wa Distributing		4/1/2025	06-2-031000-630-000-000	food, SN		\$14,380.61
Sub Total						\$15,023.99
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04162025	State Nebraska Bank	540978	5859	DBA Kemps - LeMars	\$4,558.08	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
DBA Kemps - LeMars		3/30/25	06-2-031000-630-000-000	food, SN		\$4,558.08
Sub Total						\$4,558.08
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04162025	State Nebraska Bank	540978	5860	Earthgrains Baking Companies, Inc.	\$1,719.75	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Earthgrains Baking Companies, Inc.		3/2025	06-2-031000-630-000-000	food, SN		\$1,719.75
Sub Total						\$1,719.75
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04162025	State Nebraska Bank	540978	5861	Goodwin Tucker Group	\$468.66	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Goodwin Tucker Group		1910406	06-2-031000-610-000-000	cleaning tabs/supply, SN		\$468.66
Sub Total						\$468.66
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04162025	State Nebraska Bank	540978	5862	Nebraska Food Distribution Program	\$2,588.25	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Nebraska Food Distribution Program		49794, 50127	06-2-031000-630-000-000	delivery fee on commodities/food, SN		\$2,588.25
Sub Total						\$2,588.25
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04162025	State Nebraska Bank	540978	5863	Nebraska School Nutrition Association	\$550.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Nebraska School Nutrition Association		102, 107	06-2-031000-810-000-000	reg. for State Conf. (T. Tiedtke, T. Brudigan)/dues & fees, SN		\$550.00
Sub Total						\$550.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04162025	State Nebraska Bank	540978	5864	Pizza Hut - Wayne	\$4,109.40	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Pizza Hut - Wayne		12/22/2023	06-2-031000-630-000-000	pizza for school lunch 12/22/23		\$1,218.00
Pizza Hut - Wayne		3/8/24	06-2-031000-630-000-000	pizza for school lunch, 3/8/24		\$1,458.00
Pizza Hut - Wayne		8/30/2024	06-2-031000-630-000-000	pizza for school lunch, 8/30/24		\$1,433.40
Sub Total		Local manager has not been billing us.	Working with rep. from Grand Island.			\$4,109.40
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04162025	State Nebraska Bank	540978	5865	Sysco	\$16,413.85	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Sysco		4/2025	06-2-031000-610-000-000	supply, SN		\$1,170.43
Sysco		4/2025	06-2-031000-630-000-000	food, SN		\$15,243.42
Sub Total						\$16,413.85
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04162025	State Nebraska Bank	540978	5866	Vestis	\$1,051.06	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Vestis		4/8/2025	06-2-031000-610-000-000	linen service/supply, SN		\$1,051.06
Sub Total			Trouble getting correct billing.	10/25/24, 12/6/24, 12/13/24, 12/20/24 + Mar. '25		\$1,051.06
Grand Total						\$46,483.04

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY24-25; Begin Date: 04/16/2025; End Date: 04/18/2025; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: (FUND] = "06") ; Created On: 4/16/2025 5:28:35 PM

Check Date	Check Number	Payee	Type	Amount
04/18/2025	5858	Cash-Wa Distributing	Accounts Payable	\$15,023.99
04/18/2025	5859	DBA Kemps - LeMars	Accounts Payable	\$4,558.08
04/18/2025	5860	Earthgrains Baking Companies, Inc.	Accounts Payable	\$1,719.75
04/18/2025	5861	Goodwin Tucker Group	Accounts Payable	\$468.66
04/18/2025	5862	Nebraska Food Distribution Program	Accounts Payable	\$2,588.25
04/18/2025	5863	Nebraska School Nutrition Association	Accounts Payable	\$550.00
04/18/2025	5864	Pizza Hut - Wayne	Accounts Payable	\$4,109.40
04/18/2025	5865	Sysco	Accounts Payable	\$16,413.85
04/18/2025	5866	Vestis	Accounts Payable	\$1,051.06
Sub Total				\$46,483.04

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY24-25; Begin Date: 04/16/2025; End Date: 04/18/2025; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ([FUND] = "06") ; Created On: 4/16/2025 5:28:35 PM

Check Date	Check Number	Payee	Description	Type	Amount
04/18/2025	5858	Cash-Wa Distributing	food/supply, SN	Accounts Payable	\$15,023.99
04/18/2025	5859	DBA Kemps - LeMars	food, SN	Accounts Payable	\$4,558.08
04/18/2025	5860	Earthgrains Baking Companies, Inc.	food, SN	Accounts Payable	\$1,719.75
04/18/2025	5861	Goodwin Tucker Group	cleaning tabs/supply, SN	Accounts Payable	\$468.66
04/18/2025	5862	Nebraska Food Distribution Program	delivery fee on commodities/food, SN	Accounts Payable	\$2,588.25
04/18/2025	5863	Nebraska School Nutrition Association	reg. for State Conf./SN	Accounts Payable	\$550.00
04/18/2025	5864	Pizza Hut - Wayne	food, SN	Accounts Payable	\$4,109.40
04/18/2025	5865	Sysco	food/supply, SN	Accounts Payable	\$16,413.85
04/18/2025	5866	Vestis	monthly linen service/supply, SN	Accounts Payable	\$1,051.06
Sub Total					\$46,483.04

Checks By Status

Sorted by Activity ID, Site ID.
From 04/01/2025 to 04/30/2025.

Activity ID Site ID	Activity Name Site Name	Check / Void Date	Vendor Name	PO Number	Description	Amount
1005	ATHLETIC					
WAYNE	WAYNE COMMUNITY SCHOOLS					
17875	Cleared	04/03/2025	STATE NEBRASKA BANK		cash for BA workers, 4/3	80.00
17876	Cleared	04/03/2025	MIKE FLEER		V BA DH - So. Sioux/Crete, 4/3	185.00
17877	Cleared	04/03/2025	JOHN PETERS		V BA DH - So. Sioux/Crete, 4/3	185.00
17878	Cleared	04/07/2025	STATE NEBRASKA BANK		TR Invite, 4/8	1,250.00
17884	Cleared	04/07/2025	U. S. BANK		credit card purchase(s)	394.38
17896	Cleared	04/07/2025	PAC 'N' SAVE		supplies	113.97
17900	Cleared	04/07/2025	DOUG KUBIK		TR starter, 4/8	325.00
17902	Cleared	04/08/2025	STATE NEBRASKA BANK		change/BA, 4/8	700.00
17903	Cleared	04/08/2025	DEB DAUM		reimb./trainer apparel	86.00
17904	Cleared	04/10/2025	STATE NEBRASKA BANK		change/BA, 4/10	700.00
17905	Cleared	04/10/2025	MIKE FLEER		umpire/BA, 4/10	185.00
17906	Cleared	04/10/2025	Steve Wilkey		umpire/BA, 4/10	185.00
17908	Cleared	04/10/2025	SCOTUS CENTRAL CATHOLIC		TR meet, 4/1	100.00
17909	Cleared	04/10/2025	STANTON PUBLIC SCHOOLS		JH TR Invite, 4/10	125.00
17910	Cleared	04/10/2025	WISNER-PILGER SCHOOLS		JV/V TR meet, 4/12	325.00
17911	Cleared	04/10/2025	ELKHORN PUBLIC SCHOOLS		track meet, 4/17	250.00
17912	Cleared	04/10/2025	WEST POINT BEEMER HIGH SCHOOL		Golf tourn., 4/10	125.00
17913	Printed	04/10/2025	BENNINGTON PUBLIC SCHOOLS		Golf Invite, 4/22	150.00
17914	Cleared	04/10/2025	SEWARD HIGH SCHOOL		BA Tourn., 4/26	150.00
17915	Cleared	04/10/2025	DAVID WRAGGE		BA supervision mileage, 4/4	147.00
17917	Cleared	04/10/2025	STATE NEBRASKA BANK		change/BA, 4/11	700.00
17918	Cleared	04/10/2025	CORY LENTON		umpire/BA, 4/11	185.00
17919	Cleared	04/10/2025	JOHN PETERS		umpire/BA, 4/11	185.00
17921	Cleared	04/14/2025	BOONE CENTRAL HIGH SCHOOL		Golf Invite, 4/17	120.00
17923	Cleared	04/14/2025	Hauff Mid America Sports		3 dz. baseballs	311.87
17924	Cleared	04/14/2025	WEST POINT BEEMER HIGH SCHOOL		JH TR Invite, 4/17	150.00
17925	Cleared	04/14/2025	STATE NEBRASKA BANK		change/V TR Invite, 4/15	1,250.00
17926	Cleared	04/14/2025	STATE NEBRASKA BANK		change/BA, 4/17	700.00
17927	Cleared	04/14/2025	RUSS FLAMIG		starter/V TR Invite, 4/15	325.00
17928	Printed	04/16/2025	COLUMBUS LAKEVIEW SCHOOL		V B/G WR Invite, 12/6	180.00
17929	Printed	04/16/2025	PIERCE PUBLIC SCHOOLS		9/10 TR Invite, 4/29	130.00
17930	Printed	04/16/2025	TROY TEST		umpire/BA, 4/17	185.00
17931	Cleared	04/16/2025	JOHN PETERS		umpire/BA, 4/17	185.00
17936	Cleared	04/22/2025	STATE NEBRASKA BANK		change/BA, 4/22	700.00
17937	Printed	04/22/2025	Cole Fischer		umpire/BA, 4/22	100.00
17938	Cleared	04/22/2025	JOHN PETERS		umpire/BA, 4/22	100.00
17942	Printed	04/23/2025	SCHUYLER PUBLIC SCHOOLS		V TR Invite, 4/24	200.00
17943	Printed	04/23/2025	NORFOLK CATHOLIC SCHOOL		JH TR Invite, 4/28	150.00
17944	Printed	04/23/2025	LAUREL-CONCORD-COLERIDGE HS		JH TR meet, 4/23	150.00

Total: \$ 11,768.22

Checks By Status

Sorted by Activity ID, Site ID.
From 04/01/2025 to 04/30/2025.

Activity ID Site ID			Activity Name Site Name				Amount
Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description		
1007		BASEBALL					
WAYNE		WAYNE COMMUNITY SCHOOLS					
17884	Cleared	04/07/2025	U. S. BANK		credit card purchase(s)	71.00	
17885	Cleared	04/07/2025	HAUFF SPORTS OMAHA		tanner tees/first base mitt	485.52	
17932	Cleared	04/16/2025	Robbie Gamble		reimb./PALS event	115.13	
						Total:	\$ 671.65
1009		BOWLING					
WAYNE		WAYNE COMMUNITY SCHOOLS					
17907	Cleared	04/10/2025	WILDCAT LANES		bowling tourn. fees	1,520.00	
17922	Cleared	04/14/2025	NSAA		bowling medallions	14.50	
						Total:	\$ 1,534.50
1015		FOOTBALL					
WAYNE		WAYNE COMMUNITY SCHOOLS					
17884	Cleared	04/07/2025	U. S. BANK		credit card purchase(s)	420.00	
						Total:	\$ 420.00
1020		TRACK/CROSS COUNTRY					
WAYNE		WAYNE COMMUNITY SCHOOLS					
17886	Cleared	04/07/2025	STADIUM SPORTS		apparel	750.00	
						Total:	\$ 750.00
1506		ART CLUB					
WAYNE		WAYNE COMMUNITY SCHOOLS					
17939	Printed	04/22/2025	PIZZA HUT		pizza not billed	43.25	
						Total:	\$ 43.25
1511		FCCLA					
WAYNE		WAYNE COMMUNITY SCHOOLS					
17881	Cleared	04/07/2025	NE FCCLA Assoc.		reg.	120.00	
17934	Cleared	04/16/2025	FCCLA of America		reg./Nat'l Leadership Conf.	1,397.00	
						Total:	\$ 1,517.00
1512		FFA					
WAYNE		WAYNE COMMUNITY SCHOOLS					
17880	Cleared	04/07/2025	NE FFA Assoc.		reg./State Conv.	1,612.00	
17887	Cleared	04/07/2025	NATIONAL FFA ORGANIZATION		merchandise	614.00	
17888	Cleared	04/07/2025	Holiday Inn Kearney		lodging/State Officer interview	220.00	
17933	Cleared	04/16/2025	STADIUM SPORTS		t-shirts	112.00	
						Total:	\$ 2,558.00

Checks By Status

Sorted by Activity ID, Site ID.
From 04/01/2025 to 04/30/2025.

Activity ID Site ID	Activity Name Site Name	Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
1535		SPEECH TEAM						
WAYNE		WAYNE COMMUNITY SCHOOLS						
17884	Cleared	04/07/2025	U. S. BANK				credit card purchase(s)	143.00
17896	Cleared	04/07/2025	PAC 'N' SAVE				supplies	25.97
Total:								\$ 168.97
1540		STUDENT COUNCIL						
WAYNE		WAYNE COMMUNITY SCHOOLS						
17895	Cleared	04/07/2025	LINPEPCO - SIOUXLAND				vending machine	164.30
Total:								\$ 164.30
2037		CLASS OF 2026						
WAYNE		WAYNE COMMUNITY SCHOOLS						
17879	Cleared	04/07/2025	AMAZON CAPITAL SERVICES				supplies	292.59
17883	Cleared	04/07/2025	BEAUMONT EVENT & CONCERT HALL				prom venue/meals	3,107.00
17892	Cleared	04/07/2025	WAYNE GREENHOUSE, INC.				prom flowers	62.50
17893	Cleared	04/07/2025	CARHART LUMBER COMPANY				supply	36.38
17894	Cleared	04/07/2025	AMY JACKSON				reimb./prom decorations	231.36
Total:								\$ 3,729.83
3015		DISTRICT ENTRY FEES						
WAYNE		WAYNE COMMUNITY SCHOOLS						
17874	Cleared	04/02/2025	Fairfield Inn & Suites Lincoln				FFA lodging 4/2-4	2,368.00
17940	Printed	04/22/2025	South Sioux City High School				Dist. music entry fees	805.00
17945	Printed	04/23/2025	NORFOLK JUNIOR HIGH SCHOOL				JH Speech Invite, 4/25	30.00
Total:								\$ 3,203.00
3510		CONCESSIONS						
WAYNE		WAYNE COMMUNITY SCHOOLS						
17878	Cleared	04/07/2025	STATE NEBRASKA BANK				TR Invite, 4/8	950.00
17896	Cleared	04/07/2025	PAC 'N' SAVE				supplies	9.96
17897	Cleared	04/07/2025	LINPEPCO - SIOUXLAND				beverages	1,502.55
17898	Cleared	04/07/2025	WHOLESALE SUPPLY CO.				candy supply	1,675.55
17925	Cleared	04/14/2025	STATE NEBRASKA BANK				change/V TR Invite, 4/15	950.00
Total:								\$ 5,088.06
4510		POWER DRIVE PROGRAM						
WAYNE		WAYNE COMMUNITY SCHOOLS						
17879	Cleared	04/07/2025	AMAZON CAPITAL SERVICES				supplies	686.72
17889	Cleared	04/07/2025	GROSSENBURG IMPLEMENT				supplies	112.19
17890	Cleared	04/07/2025	ACE HARDWARE & HOME				supplies	22.74
17891	Cleared	04/07/2025	BOMGAARS				supplies	128.87
17901	Cleared	04/07/2025	WAYNE AUTO PARTS				2 batteries	309.99
Total:								\$ 1,260.51

Checks By Status

Sorted by Activity ID, Site ID.
From 04/01/2025 to 04/30/2025.

Activity ID Site ID			Activity Name Site Name				Amount
Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description		
5515			GRADES K-6				
WAYNE			WAYNE COMMUNITY SCHOOLS				
17884	Cleared	04/07/2025	U. S. BANK		credit card purchase(s)	157.84	
17899	Cleared	04/07/2025	Sara Ruwe		lost book returned	19.39	
17916	Cleared	04/10/2025	Mahaska Markets - NE		coffee	103.76	
17920	Printed	04/14/2025	WASHINGTON PAVILION MGMT. INC.		field trip, 5/9/25	240.00	
17935	Cleared	04/16/2025	KATHY OSTRAND		reimb./math lessons	62.92	
17939	Printed	04/22/2025	PIZZA HUT		pizza not billed	111.18	
17941	Cleared	04/23/2025	STATE NEBRASKA BANK		change/ES book fair 4/28-5/2	209.00	
Total:						\$ 904.09	
5530			MUSICAL				
WAYNE			WAYNE COMMUNITY SCHOOLS				
17879	Cleared	04/07/2025	AMAZON CAPITAL SERVICES		supplies	252.68	
17882	Cleared	04/07/2025	BUILDER'S RESOURCE		set supply	292.10	
17890	Cleared	04/07/2025	ACE HARDWARE & HOME		supplies	75.13	
17891	Cleared	04/07/2025	BOMGAARS		supplies	27.97	
Total:						\$ 647.88	
5537			SPED - TRANSITION (FORMERLY RESOURCE)				
WAYNE			WAYNE COMMUNITY SCHOOLS				
17884	Cleared	04/07/2025	U. S. BANK		credit card purchase(s)	71.74	
17896	Cleared	04/07/2025	PAC 'N' SAVE		supplies	59.86	
Total:						\$ 131.60	
5544			STAFF SUPPORT SERVICES				
WAYNE			WAYNE COMMUNITY SCHOOLS				
17939	Printed	04/22/2025	PIZZA HUT		pizza not billed	95.39	
Total:						\$ 95.39	
Report Total :						34,656.25	

Wayne Public Schools

Check Report

Begin Date: 04/15/2025; End Date: 05/09/2025; Check Type: Accounts Payable and Payroll Liability; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY24-25; Limit Results to This Cycle: Yes; Account Expression: [All]; Show Detail by Voucher: Yes; Created On: 5/9/2025 6:12:06 PM

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	540943		BOK Financial	\$641,443.75	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
BOK Financial		Interest June 2025	07-2-050000-832-000-004			\$220,387.50
BOK Financial		Interest June 2025	07-2-050000-832-000-024			\$420,456.25
BOK Financial		Interest June 2025	07-2-050000-833-000-000			\$600.00
Sub Total						\$641,443.75
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	578509		BOK Financial	\$1,593.75	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
BOK Financial		Interest June 2025	09-2-050000-832-000-000			\$1,593.75
Sub Total						\$1,593.75
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	540935		Hausmann Construction, Inc.	\$433,226.58	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Hausmann Construction, Inc.		Application 022	08-2-045000-450-000-024			\$433,226.58
Sub Total						\$433,226.58
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	540935	1802	Carlson West Povondra Architects	\$7,462.76	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Carlson West Povondra Architects		23124-19	08-2-026200-340-000-000			\$7,427.45
Carlson West Povondra Architects		24120-3	08-2-026200-340-000-000			\$35.31
Sub Total						\$7,462.76
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	540935	1803	Mid-State Engineering & Testing	\$2,919.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Mid-State Engineering & Testing		2510-0	08-2-045000-450-000-024			\$2,919.00
Sub Total						\$2,919.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	540935	1804	S.D. 17 Lunch Fund	\$31,037.17	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
S.D. 17 Lunch Fund		Refund to lunch	08-2-045000-733-000-024			\$31,037.17
Sub Total						\$31,037.17
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	540935	1805	Virco Inc.	\$69,085.66	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Virco Inc.		1639508/1639512	08-2-045000-733-000-024			\$69,085.66
Sub Total						\$69,085.66
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type

Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25435	ABC Mobile Storage, Inc		\$350.00	Accounts Payable
ABC Mobile Storage, Inc		76896	01-2-026100-440-001-000				\$350.00
Sub Total							\$350.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type	
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25436	Ace Hardware & Home	\$88.47	Accounts Payable	
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount	
Ace Hardware & Home		4/30/2025	01-2-011000-610-001-120			\$22.82	
Ace Hardware & Home		4/30/2025	01-2-026200-431-001-010			\$4.40	
Ace Hardware & Home		4/30/2025	01-2-026200-431-005-010			\$4.72	
Ace Hardware & Home		4/30/2025	01-2-026300-610-000-000			\$56.53	
Sub Total							\$88.47

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type	
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25437	Allo Communications	\$1,411.01	Accounts Payable	
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount	
Allo Communications		5/15/2025	01-2-011000-382-005-000			\$1,411.01	
Sub Total							\$1,411.01

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type	
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25438	Amazon Capital Services	\$1,182.05	Accounts Payable	
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount	
Amazon Capital Services		1XDHWH4TQGR	01-2-025100-810-000-020			\$129.00	
Amazon Capital Services	9265-2025	1QHP3NM9WTWD	01-2-011000-610-006-120	JH ind. tech. sup.	05/07/2025	\$27.98	
Amazon Capital Services	9253-2025	1TM194N61HF1	01-2-011000-610-001-010	HS t. sup.	05/07/2025	\$89.43	
Amazon Capital Services	9231-2025	17KFK14JLVN	01-2-025100-610-000-000	supplies/office, dist.	05/07/2025	\$8.95	
Amazon Capital Services	9228-2025	1TG3LGPFFYT6	01-2-011900-610-300-000	books/supplies, ELC	05/07/2025	\$200.64	
Amazon Capital Services	9216-2025	19WKM3HY7GV3	01-2-026200-431-000-010	(3) valves for TR bldg./bldg. upkeep & rep.,	05/07/2025	\$50.64	
Amazon Capital Services	8333-2025	1RC6D9X496XJ	01-2-011000-610-005-010	ES t. sup.	05/07/2025	\$200.17	
Amazon Capital Services	9302-2025	1FGDVXWGTGTX	01-2-011000-610-001-010	HS t. sup.	05/07/2025	\$179.99	
Amazon Capital Services	9296-2025	1WNDXVF9XT46	01-2-011000-610-006-010	JH t. sup.	05/07/2025	\$27.54	
Amazon Capital Services	9276-2025	17C37H7J64YJ	01-2-011000-610-001-120	HS ind. tech. sup.	05/07/2025	\$254.25	
Amazon Capital Services	9238-2025	1J99HPQT1HHX	01-2-023200-610-000-000	Avery dividers/supt. sup. dist.	05/07/2025	\$13.46	
Sub Total							\$1,182.05

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type	
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25439	Auto Anatomy Alternatives LLC	\$476.00	Accounts Payable	
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount	
Auto Anatomy Alternatives LLC		RO3907	01-2-027320-350-000-001			\$476.00	
Sub Total							\$476.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type	
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25440	Black Hills Energy	\$800.13	Accounts Payable	
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount	
Black Hills Energy		9693074581	01-2-026100-621-001-000			\$330.65	
Black Hills Energy		9693074581	01-2-026100-621-005-000			\$304.16	
Black Hills Energy		9693074581	01-2-026100-621-006-000			\$165.32	
Sub Total							\$800.13

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25441	Bloom & Grace LLC	\$231.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount

Bloom & Grace LLC	242/243	01-2-011000-610-001-100	\$231.00
Sub Total			\$231.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25442	Bomgaars	\$483.88	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Bomgaars		4/16/2025		01-2-011000-610-001-120		\$153.08
Bomgaars		4/16/2025		01-2-026300-610-000-000		\$330.80
Sub Total						\$483.88

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25443	Bullseye Fire Sprinkler, Inc.	\$702.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Bullseye Fire Sprinkler, Inc.		99020		01-2-026200-431-000-010		\$702.50
Sub Total						\$702.50

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25444	Candlewood Suites-Kearney	\$874.65	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Candlewood Suites-Kearney		4/11/25		01-2-021900-580-001-010		\$874.65
Sub Total						\$874.65

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25445	Carhart Lumber Company	\$158.12	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Carhart Lumber Company		37350 37500 37805		01-2-011000-610-001-090		\$29.99
Carhart Lumber Company		37350 37500 37805		01-2-011000-610-001-120		\$128.13
Sub Total						\$158.12

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25446	Carson Dellosa Education	\$11.24	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Carson Dellosa Education	8253B-2025	100074225-01		01-2-012003-610-005-011	04/28/2025	\$11.24
Sub Total						\$11.24

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25447	CDW Government, Inc.	\$7,971.11	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
CDW Government, Inc.	9584-2025	AD86X4Z		01-2-022300-650-000-020	05/06/2025	\$7,971.11
				& software/tech software sun dist		
Sub Total						\$7,971.11

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25448	Chemsearch FE	\$1,249.83	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Chemsearch FE		9133518		01-2-026200-431-005-010		\$1,249.83
Sub Total						\$1,249.83

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25449	City of Wayne	\$22,463.95	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
City of Wayne		MARCH TO APRIL		01-2-011900-622-300-000		\$3,178.29
City of Wayne		MARCH TO APRIL		01-2-026100-410-001-000		\$1,131.40

City of Wayne	MARCH TO APRIL	01-2-026100-410-005-000		\$1,131.41
City of Wayne	MARCH TO APRIL	01-2-026100-410-006-000		\$1,131.40
City of Wayne	MARCH TO APRIL	01-2-026100-621-001-010		\$9,534.87
City of Wayne	MARCH TO APRIL	01-2-026100-621-006-010		\$6,356.58
Sub Total				\$22,463.95

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25450	City of Wayne- Interlocal	\$3,696.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
City of Wayne- Interlocal		April 2025 SRO	01-2-026600-340-000-000			\$3,696.00
Sub Total						\$3,696.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25451	Cognia Inc.	\$4,200.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Cognia Inc.		188515	01-2-023100-810-000-000			\$4,200.00
Sub Total						\$4,200.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25452	Cole Papers Inc.	\$2,646.33	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Cole Papers Inc.	9464C-2025	10566803	01-2-026200-610-000-000	maint. supply. dist.	04/25/2025	\$565.99
Cole Papers Inc.	9201-2025	10567290	01-2-026200-610-000-000	maint. sup. dist.	04/29/2025	\$2,080.34
Sub Total						\$2,646.33

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25453	Constellation NewEnergy Gas Div., LLC	\$4,867.48	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Constellation NewEnergy Gas Div., LLC		4302764	01-2-026100-621-001-000			\$3,111.90
Constellation NewEnergy Gas Div., LLC		4302764	01-2-026100-621-005-000			\$1,755.58
Sub Total						\$4,867.48

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25454	CPI	\$200.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
CPI		NAIN-155899	01-2-012003-330-000-001			\$200.00
Sub Total						\$200.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25455	Crown Collaborative, LLC	\$149.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Crown Collaborative, LLC	9222-2025	6872	01-2-011000-641-001-000	Intro to Law & Bus. Law course curriculum/HS digital instructional materials	04/29/2025	\$149.00
Sub Total						\$149.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25456	Crowne Plaza	\$639.80	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Crowne Plaza		11496	01-2-063100-580-000-002			\$639.80
Sub Total						\$639.80

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25457	Curtis & Coleen Jeffries (Copy Write Publ.)	\$20.73	Accounts Payable

Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Curtis & Coleen Jeffries (Copy Write Publ.)		25239	01-2-022300-890-000-000			\$20.73
Sub Total						\$20.73

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25458	Eakes Office Solutions	\$40.49	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Eakes Office Solutions		INV643362	01-2-025100-443-000-000			\$40.49
Sub Total						\$40.49

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25459	Electronic Contracting Company Inc.	\$403.20	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Electronic Contracting Company Inc.		72386	01-2-026100-350-000-000			\$403.20
Sub Total						\$403.20

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25460	Ellis Home Services	\$137.19	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Ellis Home Services		12367	01-2-026200-431-000-010			\$137.19
Sub Total						\$137.19

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25461	Embassy Suites - Lincoln	\$149.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Embassy Suites - Lincoln		37597	01-2-025100-580-000-000			\$149.00
Sub Total						\$149.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25462	Engineered Controls	\$338.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Engineered Controls		180965	01-2-026400-431-005-000			\$338.00
Sub Total						\$338.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25463	ESU #1	\$1,775.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
ESU #1		012830	01-2-011000-330-006-000			\$25.00
ESU #1		012830	01-2-012001-330-000-001			\$75.00
ESU #1		012830	01-2-012003-330-005-001			\$25.00
ESU #1		012645	01-2-022300-591-000-000			\$1,650.00
Sub Total						\$1,775.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25464	ESU #3	\$150.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
ESU #3	9590-2025	EM15280	01-2-011000-330-001-000	reg.-Pathways to Greatness Wkshp. (M. D' Anosta P. Milliken) 4/23/25/Training HS	05/07/2025	\$150.00
Sub Total						\$150.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25465	Filter Shop, Inc.	\$1,484.12	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount

Filter Shop, Inc.	9563-2025	247267	01-2-026200-431-001-010	HVAC filters for ELC/ES/JH/HS	04/25/2025	\$365.11
Filter Shop, Inc.	9563-2025	247267	01-2-026200-431-005-010	HVAC filters for ELC/ES/JH/HS	04/25/2025	\$688.64
Filter Shop, Inc.	9563-2025	247267	01-2-026200-431-006-010	HVAC filters for ELC/ES/JH/HS	04/25/2025	\$182.56
Filter Shop, Inc.	9563-2025	247267	01-2-026200-431-300-010	HVAC filters for ELC/ES/JH/HS	04/25/2025	\$113.97
Filter Shop, Inc.	9205-2025	248652	01-2-026200-431-300-010	ES HVAC filters/ES bldg. upkeep & repair	04/28/2025	\$133.84
Sub Total						\$1,484.12

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25466	First Concord Benefits Group	\$100.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
First Concord Benefits Group		5/2025	01-2-025100-810-000-010			\$100.00
Sub Total						\$100.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25467	First Student, Inc.	\$46,937.36	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
First Student, Inc.		12042943	01-2-021900-519-001-020			\$1,607.75
First Student, Inc.		12042943	01-2-021900-519-001-030			\$254.18
First Student, Inc.		12042943	01-2-027100-519-000-000			\$42,955.34
First Student, Inc.		12042943	01-2-027100-519-001-000			\$1,335.78
First Student, Inc.		12042943	01-2-027100-519-001-010			\$450.80
First Student, Inc.		12042943	01-2-027100-626-000-000			\$333.51
Sub Total						\$46,937.36

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25468	Flinn Scientific, Inc.	\$61.53	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Flinn Scientific, Inc.	9292-2025	3134082	01-2-011000-610-001-070	(3) bunsen burners/JH-HS science lab sup.	05/06/2025	\$41.03
Flinn Scientific, Inc.	9292-2025	3134082	01-2-011000-610-006-070	(3) bunsen burners/JH-HS science lab sup.	05/06/2025	\$20.50
Sub Total						\$61.53

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25469	Hampton Inn - Kearney, NE EARTS	\$139.95	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Hampton Inn - Kearney, NE EARTS		1743166893	01-2-024100-580-001-000			\$139.95
Sub Total						\$139.95

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25470	Heartland Counseling Services, Inc.	\$2,112.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Heartland Counseling Services, Inc.		3679	01-2-021400-340-001-000			\$704.00
Heartland Counseling Services, Inc.		3679	01-2-021400-340-005-000			\$1,056.00
Heartland Counseling Services, Inc.		3679	01-2-021400-340-006-000			\$352.00
Sub Total						\$2,112.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25471	Hobby Lobby Stores, Inc.	\$152.13	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Hobby Lobby Stores, Inc.		4/30/2025	01-2-011000-610-001-090			\$77.58
Hobby Lobby Stores, Inc.		4/30/2025	01-2-012003-610-001-011			\$74.55
Sub Total						\$152.13

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
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MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25472	Holiday Inn - Kearney, NE	\$716.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Holiday Inn - Kearney, NE		107590 107591	01-2-012003-580-001-001			\$239.00
Holiday Inn - Kearney, NE		107590 107591	01-2-012003-580-005-001			\$358.00
Holiday Inn - Kearney, NE		107590 107591	01-2-012003-580-006-001			\$119.00
Sub Total						\$716.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25473	Hometown Leasing	\$2,279.87	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Hometown Leasing		5/2025	01-2-025100-443-000-000			\$2,279.87
Sub Total						\$2,279.87
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25474	J.W. Pepper & Son Inc.	\$304.23	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
J.W. Pepper & Son Inc.	9218-2025	367473564	01-2-011000-610-001-050	HS band music	04/11/2025	\$97.99
J.W. Pepper & Son Inc.	3259-2025	367488258 367481432	01-2-011000-610-001-060	HS choir music	04/28/2025	\$156.24
J.W. Pepper & Son Inc.	9308-2025	367519845	01-2-011000-610-001-060	HS choir music for graduation	05/05/2025	\$50.00
Sub Total						\$304.23
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25475	K-Log, Inc.	\$1,042.71	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
K-Log, Inc.		25-333441-1	01-2-011000-610-001-130			\$695.14
K-Log, Inc.		25-333441-1	01-2-011000-610-006-130			\$347.57
Sub Total						\$1,042.71
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25476	KSB School Law	\$1,617.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
KSB School Law		18872	01-2-023300-317-000-000			\$1,617.00
Sub Total						\$1,617.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25477	Lakeshore Learning Materials, LLC	\$11.39	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Lakeshore Learning Materials, LLC	9293-2025	90716865	01-2-011000-610-005-010	coop order - ES t. sup.	05/06/2025	\$11.39
Sub Total						\$11.39
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25478	Laurel-Concord-Coleridge School	\$532.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Laurel-Concord-Coleridge School		031125	01-2-012910-610-300-001			\$532.00
Sub Total						\$532.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25479	Lutt Oil	\$3,652.40	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Lutt Oil		MAY 2025	01-2-021900-626-001-000			\$54.40
Lutt Oil		MAY 2025	01-2-021900-626-001-011			\$245.78
Lutt Oil		MAY 2025	01-2-021900-626-001-030			\$9.10
Lutt Oil		MAY 2025	01-2-021900-626-001-100			\$268.41

Lutt Oil		MAY 2025	01-2-023200-580-000-000			\$12.83
Lutt Oil		MAY 2025	01-2-024100-580-001-000			\$80.88
Lutt Oil		MAY 2025	01-2-026200-580-000-000			\$50.96
Lutt Oil		MAY 2025	01-2-026300-731-000-000			\$167.46
Lutt Oil		MAY 2025	01-2-026500-626-000-050			\$120.31
Lutt Oil		MAY 2025	01-2-027120-626-000-001			\$308.74
Lutt Oil		MAY 2025	01-2-069970-626-000-002			\$2,333.53
Sub Total						\$3,652.40

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25480	Mahaska Markets (NE)	\$403.20	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Mahaska Markets (NE)	9234-2025	MAR00113494	01-2-023200-610-000-000	coffee supply - supt./HS princ./JH	05/06/2025	\$100.80
Mahaska Markets (NE)	9234-2025	MAR00113494	01-2-024100-610-001-000	coffee supply - supt./HS princ./JH	05/06/2025	\$100.80
Mahaska Markets (NE)	9234-2025	MAR00113494	01-2-024100-610-006-000	coffee supply - supt./HS princ./JH	05/06/2025	\$100.80
Mahaska Markets (NE)	9234-2025	MAR00113494	01-2-026200-610-000-000	coffee supply - supt./HS princ./JH	05/06/2025	\$100.80
Sub Total						\$403.20

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25481	Main Street Garage, LLC	\$131.90	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Main Street Garage, LLC		19183	01-2-027300-350-000-000			\$131.90
Sub Total						\$131.90

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25482	McKie Splints, LLC	\$34.68	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
McKie Splints, LLC	8986-2025	90162	01-2-012910-610-300-001	thumb splint/Ages 3-5 SPED sup.	04/29/2025	\$34.68
Sub Total						\$34.68

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25483	Midbell Music, Inc.	\$1,428.66	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Midbell Music, Inc.		1428.66	01-2-011000-350-005-000			\$1,048.25
Midbell Music, Inc.		1428.66	01-2-011000-350-006-000			\$380.41
Sub Total						\$1,428.66

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25484	Midwest Grads	\$1,073.55	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Midwest Grads	9311-2025	4-30-2025	01-2-021900-890-001-000	diplomas, diploma covers & honor cords/radiation expense	05/05/2025	\$1,073.55
Sub Total						\$1,073.55

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25485	Nebraska Council Of School Administrators	\$1,935.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Nebraska Council Of School Administrators		85502	01-2-012001-810-000-001			\$150.00
Nebraska Council Of School Administrators		85502	01-2-024100-810-005-000			\$85.00
Nebraska Council Of School Administrators		2025-26 Membership	01-2-024100-810-006-000			\$435.00
Nebraska Council Of School Administrators		85584	01-2-025100-810-000-020			\$270.00
Nebraska Council Of School Administrators	9310-2025	25-26 Membership-Lenihan	01-2-023200-810-000-000	2025-26 membership (M. Lenihan)/supt. dues & fees	05/05/2025	\$920.00
Nebraska Council Of School Administrators	9312-2025	E16708-731692	01-2-023200-810-000-000	2025 Session Legal Implications (M. Lenihan)/supt dues & fees	05/06/2025	\$75.00

Sub Total \$1,935.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25486	One Source	\$177.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
One Source		2022178464	01-2-025700-340-000-000			\$177.00
Sub Total						\$177.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25487	Pac 'n' Save	\$964.04	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Pac 'n' Save		5/1/2025	01-2-011000-610-001-030			\$634.71
Pac 'n' Save		5/1/2025	01-2-011000-610-001-100			\$32.81
Pac 'n' Save		5/1/2025	01-2-011000-610-006-030			\$59.46
Pac 'n' Save		5/1/2025	01-2-023100-610-000-000			\$4.59
Pac 'n' Save		5/1/2025	01-2-033000-610-005-000			\$161.41
Pac 'n' Save		5/1/2025	01-2-035990-610-000-011			\$71.06
Sub Total						\$964.04

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25488	Perry Law Firm	\$910.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Perry Law Firm		4/18/2025	01-2-023300-317-000-000			\$910.00
Sub Total						\$910.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25489	Plunkett's/Varment Guard	\$261.20	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Plunkett's/Varment Guard		9107917	01-2-026200-431-000-010			\$261.20
Sub Total						\$261.20

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25490	Providence Medical Center	\$1,245.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Providence Medical Center		5007261	01-2-021610-340-000-001			\$991.25
Providence Medical Center		5007261	01-2-021710-340-000-001			\$253.75
Sub Total						\$1,245.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25491	Rasmussen Mechanical Services	\$3,388.29	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Rasmussen Mechanical Services		SRV121646 SRV121650	01-2-026400-431-005-000			\$3,255.79
Rasmussen Mechanical Services		SRV121674	01-2-026400-431-005-000			\$132.50
Sub Total						\$3,388.29

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25492	S.D. 17 Activity Fund	\$835.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
S.D. 17 Activity Fund		Music/Speech	01-2-021900-810-001-000			\$805.00
S.D. 17 Activity Fund		Music/Speech	01-2-021900-810-006-000			\$30.00
Sub Total						\$835.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
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MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25493	S.D. 17 Lunch Fund	\$276.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
S.D. 17 Lunch Fund		April Staff Meals-ELC	01-2-011900-610-300-010			\$276.00
Sub Total						\$276.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25494	S2 Roll Offs LLC	\$585.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
S2 Roll Offs LLC		324641	01-2-026200-410-000-010			\$585.00
Sub Total						\$585.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25495	Sebade Snow Removal	\$2,795.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Sebade Snow Removal		1356	01-2-026300-431-000-020			\$2,795.00
Sub Total						\$2,795.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25496	Sterling Computers	\$12,562.20	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Sterling Computers		0204980	01-2-022300-650-000-010			\$12,562.20
Sub Total						\$12,562.20

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25497	Stoltenberg, Darian Leigh	\$184.80	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Stoltenberg, Darian Leigh		NASBO Travel	01-2-025100-580-000-000			\$184.80
Sub Total						\$184.80

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25498	Stukent, Inc.	\$1,195.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Stukent, Inc.		28259	01-2-011000-643-001-000			\$1,195.00
Sub Total						\$1,195.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25499	Sunnyview Place, LLC	\$4,632.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Sunnyview Place, LLC		5/2025	01-2-026100-441-300-000			\$4,632.00
Sub Total						\$4,632.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25500	U.S. Bank	\$3,765.88	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
U.S. Bank		4-25-2025	01-2-012001-580-000-001			\$687.15
U.S. Bank		4-25-2025	01-2-012003-610-005-011			\$5.35
U.S. Bank		4-25-2025	01-2-021200-610-006-000			\$185.48
U.S. Bank		4-25-2025	01-2-021900-580-001-010			\$2,162.09
U.S. Bank		4-25-2025	01-2-023200-580-000-000			\$66.24
U.S. Bank		4-25-2025	01-2-024100-580-000-000			\$31.50
U.S. Bank		4-25-2025	01-2-035990-610-000-011			\$130.07
U.S. Bank		4-25-2025	01-2-063100-580-000-002			\$498.00
Sub Total						\$3,765.88

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25501	US Cellular	\$83.98	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
US Cellular		0725110448		01-2-025100-382-000-000		\$83.98
Sub Total						\$83.98

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25502	Ventris Learning LLC	\$90.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Ventris Learning LLC	9591-2025	20253443		01-2-011000-610-001-010 HS t. sup.	04/29/2025	\$90.00
Sub Total						\$90.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25503	Wayne America, Inc.	\$35.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wayne America, Inc.		2844		01-2-023200-810-000-000		\$35.00
Sub Total						\$35.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25504	Wayne City Transit	\$40.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wayne City Transit		April Transit		01-2-027100-519-005-000		\$40.50
Sub Total						\$40.50

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25505	Wayne Greenhouse, Inc.	\$431.10	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wayne Greenhouse, Inc.		Preschool Graduation		01-2-011900-610-300-000		\$431.10
Sub Total						\$431.10

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25506	Wayne Herald	\$1,065.64	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wayne Herald		4/30/25		01-2-023100-540-000-000		\$1,065.64
Sub Total						\$1,065.64

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25507	Wayne State College	\$218.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wayne State College	9309-2025	MS Music Festival		01-2-021900-810-006-000 MS Music Festival, 2/12/25-instrumental ensembles/IH dues & fees	05/05/2025	\$218.00
Sub Total						\$218.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
MAY BOARD WARRENTS 2025	State Nebraska Bank	537047	25508	William V. MacGill & Co.	\$2,349.83	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
William V. MacGill & Co.	9267-2025	IN0899414		01-2-021300-610-000-000 supplies, nurse for ELC	05/06/2025	\$2,349.83
Sub Total						\$2,349.83

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04162025	State Nebraska Bank	540978	5858	Cash-Wa Distributing	\$15,023.99	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount

Cash-Wa Distributing	4/1/2025	06-2-031000-610-000-000	supply, SN	\$643.38
Cash-Wa Distributing	4/1/2025	06-2-031000-630-000-000	food, SN	\$14,380.61
Sub Total				\$15,023.99

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04162025	State Nebraska Bank	540978	5859	DBA Kemps - LeMars	\$4,558.08	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
DBA Kemps - LeMars		3/30/25	06-2-031000-630-000-000	food, SN		\$4,558.08
Sub Total						\$4,558.08

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04162025	State Nebraska Bank	540978	5860	Earthgrains Baking Companies, Inc.	\$1,719.75	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Earthgrains Baking Companies, Inc.		3/2025	06-2-031000-630-000-000	food, SN		\$1,719.75
Sub Total						\$1,719.75

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04162025	State Nebraska Bank	540978	5861	Goodwin Tucker Group	\$468.66	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Goodwin Tucker Group		1910406	06-2-031000-610-000-000	cleaning tabs/supply, SN		\$468.66
Sub Total						\$468.66

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04162025	State Nebraska Bank	540978	5862	Nebraska Food Distribution Program	\$2,588.25	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Nebraska Food Distribution Program		49794, 50127	06-2-031000-630-000-000	delivery fee on commodities/food, SN		\$2,588.25
Sub Total						\$2,588.25

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04162025	State Nebraska Bank	540978	5863	Nebraska School Nutrition Association	\$550.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Nebraska School Nutrition Association		102, 107	06-2-031000-810-000-000	reg. for State Conf. (T. Tiedtke, T. Ruidinan)/dues & fees, SN		\$550.00
Sub Total						\$550.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04162025	State Nebraska Bank	540978	5864	Pizza Hut - Wayne	\$4,109.40	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Pizza Hut - Wayne		12/22/23, 3/8/24, 8/30/24	06-2-031000-630-000-000	pizza for school lunch 12/22/23		\$1,218.00
Pizza Hut - Wayne		12/22/23, 3/8/24, 8/30/24	06-2-031000-630-000-000	pizza for school lunch, 3/8/24		\$1,458.00
Pizza Hut - Wayne		12/22/23, 3/8/24, 8/30/24	06-2-031000-630-000-000	pizza for school lunch, 8/30/24		\$1,433.40
Sub Total						\$4,109.40

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04162025	State Nebraska Bank	540978	5865	Sysco	\$16,413.85	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Sysco		4/2025	06-2-031000-610-000-000	supply, SN		\$1,170.43
Sysco		4/2025	06-2-031000-630-000-000	food, SN		\$15,243.42
Sub Total						\$16,413.85

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04162025	State Nebraska Bank	540978	5866	Vestis	\$1,051.06	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount

Vestis	4/8/2025	06-2-031000-610-000-000	linen service/supply, SN	\$1,051.06
Sub Total				<u>\$1,051.06</u>
Grand Total				<u>\$1,395,358.01</u>

Wayne Public Schools

Check Report

Begin Date: 04/15/2025; End Date: 05/09/2025; Check Type: Accounts Payable and Payroll Liability; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY24-25; Limit Results to This Cycle: Yes; Account Expression: [All]; Show Detail by Voucher: Yes; Created On: 5/9/2025 6:12:06 PM

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
April 2025 Payroll Vouchers	State Nebraska Bank	537047	25423	Ameritas Life Insurance Corp.	\$1,153.32	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Ameritas Life Insurance Corp. (Vision)	VSP Vision	April Payroll 2025	01-00901-000		\$12.16	
Ameritas Life Insurance Corp. (Vision)	VSP Vision	April Payroll 2025	01-00941-000		\$407.34	
Ameritas Life Insurance Corp. (Vision)	VSP Vision 125	April Payroll 2025	01-00941-000		\$733.82	
Sub Total					\$1,153.32	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
April 2025 Payroll Vouchers	State Nebraska Bank	537047	25424	Blue Cross Blue Shield of	\$156,230.60	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Blue Cross Blue Shield of Nebraska	Health Ins ER-Family Trad. PPO	April Payroll 2025	01-00901-000		\$1,533.24	
Blue Cross Blue Shield of Nebraska	Dental 125 EE/Spouse	April Payroll 2025	01-00941-000		\$529.60	
Blue Cross Blue Shield of Nebraska	Dental 125- EE/C/S	April Payroll 2025	01-00941-000		\$1,534.96	
Blue Cross Blue Shield of Nebraska	Dental 125-EE/Children	April Payroll 2025	01-00941-000		\$204.56	
Blue Cross Blue Shield of Nebraska	Dental ER	April Payroll 2025	01-00941-000		\$3,043.13	
Blue Cross Blue Shield of Nebraska	Health Ins 125- E/C PPO	April Payroll 2025	01-00941-000		\$322.28	
Blue Cross Blue Shield of Nebraska	Health Ins 125- E/S PPO	April Payroll 2025	01-00941-000		\$1,280.30	
Blue Cross Blue Shield of Nebraska	Health Ins 125-Family PPO	April Payroll 2025	01-00941-000		\$5,894.40	
Blue Cross Blue Shield of Nebraska	Health Ins ER- E/C Trad. PPO	April Payroll 2025	01-00941-000		\$2,900.42	
Blue Cross Blue Shield of Nebraska	Health Ins ER- E/S Trad PPO	April Payroll 2025	01-00941-000		\$11,522.98	
Blue Cross Blue Shield of Nebraska	Health Ins ER- EE Trad. PPO	April Payroll 2025	01-00941-000		\$11,322.74	
Blue Cross Blue Shield of Nebraska	Health Ins ER-Family Trad. PPO	April Payroll 2025	01-00941-000		\$53,048.64	
Blue Cross Blue Shield of Nebraska	HSA Health Ins ER - EE/Spouse	April Payroll 2025	01-00941-000		\$15,004.26	
Blue Cross Blue Shield of Nebraska	HSA Health Ins ER- Employee	April Payroll 2025	01-00941-000		\$5,557.02	
Blue Cross Blue Shield of Nebraska	HSA Health Ins ER- Family	April Payroll 2025	01-00941-000		\$42,532.07	
Sub Total					\$156,230.60	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
April 2025 Payroll Vouchers	State Nebraska Bank	537047	25425	Credit Bureau Services	\$253.47	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Credit Bureau Services	Credit Bureau	April Payroll 2025	01-00941-000		\$253.47	
Sub Total					\$253.47	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
April 2025 Payroll Vouchers	State Nebraska Bank	537047	25426	Credit Management Services	\$411.16	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Credit Management Services	Credit Mgmt Serv Garnishment	April Payroll 2025	01-00941-000		\$411.16	
Sub Total					\$411.16	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
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April 2025 Payroll Vouchers	State Nebraska Bank	537047	25427	Elkhorn Valley Bank	\$6,749.49	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Elkhorn Valley Bank	HSA 125-Elkhorn Valley Bank	April Payroll 2025	01-00941-000		\$6,749.49	
Sub Total					\$6,749.49	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
April 2025 Payroll Vouchers	State Nebraska Bank	537047	25428	First Concord Benefits Group	\$3,909.94	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
First Concord Benefits Group	Med Reimb 125	April Payroll 2025	01-00941-000		\$1,109.98	
First Concord Benefits Group	Sect 125/child Care	April Payroll 2025	01-00941-000		\$2,799.96	
Sub Total					\$3,909.94	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
April 2025 Payroll Vouchers	State Nebraska Bank	537047	25429	Mutual of Omaha	\$3,057.41	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Mutual of Omaha	Life Ins	April Payroll 2025	01-00901-000		\$79.53	
Mutual of Omaha	Disability	April Payroll 2025	01-00941-000		\$1,653.82	
Mutual of Omaha	Life Ins	April Payroll 2025	01-00941-000		\$224.25	
Mutual of Omaha	Life Ins 125	April Payroll 2025	01-00941-000		\$19.50	
Mutual of Omaha	Life Ins ER	April Payroll 2025	01-00941-000		\$1,080.31	
Sub Total					\$3,057.41	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
April 2025 Payroll Vouchers	State Nebraska Bank	537047	25430	State Nebraska Federal	\$139,568.87	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
State Nebraska Bank Federal Payroll Taxes	Federal Withholding	April Payroll 2025	01-00941-000		\$43,539.27	
State Nebraska Bank Federal Payroll Taxes	FICA	April Payroll 2025	01-00941-000		\$77,827.92	
State Nebraska Bank Federal Payroll Taxes	Medicare	April Payroll 2025	01-00941-000		\$18,201.68	
Sub Total					\$139,568.87	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
April 2025 Payroll Vouchers	State Nebraska Bank	537047	25431	State Nebraska Bank NPERS	\$118,935.74	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
State Nebraska Bank NPERS	NPERS	April Payroll 2025	01-00941-000		\$103,475.45	
State Nebraska Bank NPERS	NPERS - Adl	April Payroll 2025	01-00941-000		\$15,460.29	
Sub Total					\$118,935.74	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
April 2025 Payroll Vouchers	State Nebraska Bank	537047	25432	State Nebraska Bank State	\$19,742.04	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
State Nebraska Bank State Payroll Taxes	State Withholding - NE	April Payroll 2025	01-00941-000		\$19,742.04	
Sub Total					\$19,742.04	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
April 2025 Payroll Vouchers	State Nebraska Bank	537047	25433	TSA Consulting Group, Inc	\$905.87	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
TSA Consulting Group, Inc	Ameriprise	April Payroll 2025	01-00941-000		\$300.00	

TSA Consulting Group, Inc	Fiduciary Trust Co. of New Hampshire	April Payroll 2025	01-00941-000	\$250.00
TSA Consulting Group, Inc	Security Benefit Group-%	April Payroll 2025	01-00941-000	\$355.87
Sub Total				\$905.87

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
April 2025 Payroll Vouchers	State Nebraska Bank	537047	25434	Wayne Public School	\$531.00	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Wayne Public School Foundation	WPS Foundation	April Payroll 2025	01-00941-000		\$531.00	
Sub Total					\$531.00	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
April 2025 Payroll Vouchers	State Nebraska Bank	540978	5850	Ameritas Life Insurance Corp.	\$74.64	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Ameritas Life Insurance Corp. (Vision)	VSP Vision	April Payroll 2025	06-00941-000		\$52.32	
Ameritas Life Insurance Corp. (Vision)	VSP Vision 125	April Payroll 2025	06-00941-000		\$22.32	
Sub Total					\$74.64	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
April 2025 Payroll Vouchers	State Nebraska Bank	540978	5851	Blue Cross Blue Shield of	\$3,625.20	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Blue Cross Blue Shield of Nebraska	Dental 125 EE/Spouse	April Payroll 2025	06-00941-000		\$33.10	
Blue Cross Blue Shield of Nebraska	Dental 125- EE/C/S	April Payroll 2025	06-00941-000		\$54.82	
Blue Cross Blue Shield of Nebraska	Dental ER	April Payroll 2025	06-00941-000		\$120.52	
Blue Cross Blue Shield of Nebraska	Health Ins 125- E/S PPO	April Payroll 2025	06-00941-000		\$182.90	
Blue Cross Blue Shield of Nebraska	Health Ins ER- E/S Trad PPO	April Payroll 2025	06-00941-000		\$1,646.14	
Blue Cross Blue Shield of Nebraska	HSA Health Ins ER- Employee	April Payroll 2025	06-00941-000		\$1,587.72	
Sub Total					\$3,625.20	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
April 2025 Payroll Vouchers	State Nebraska Bank	540978	5852	Elkhorn Valley Bank	\$120.00	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Elkhorn Valley Bank	HSA 125-Elkhorn Valley Bank	April Payroll 2025	06-00941-000		\$120.00	
Sub Total					\$120.00	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
April 2025 Payroll Vouchers	State Nebraska Bank	540978	5853	First Concord Benefits Group	\$266.66	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
First Concord Benefits Group	Med Reimb 125	April Payroll 2025	06-00941-000		\$266.66	
Sub Total					\$266.66	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
April 2025 Payroll Vouchers	State Nebraska Bank	540978	5854	Mutual of Omaha	\$98.20	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Mutual of Omaha	Disability	April Payroll 2025	06-00941-000		\$49.45	
Mutual of Omaha	Life Ins ER	April Payroll 2025	06-00941-000		\$48.75	
Sub Total					\$98.20	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
April 2025 Payroll Vouchers	State Nebraska Bank	540978	5855	State Nebraska Federal	\$5,349.83	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
State Nebraska Bank Federal Payroll Taxes	Federal Withholding	April Payroll 2025	06-00941-000		\$1,045.63	
State Nebraska Bank Federal Payroll Taxes	FICA	April Payroll 2025	06-00941-000		\$3,488.36	
State Nebraska Bank Federal Payroll Taxes	Medicare	April Payroll 2025	06-00941-000		\$815.84	
Sub Total					\$5,349.83	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
April 2025 Payroll Vouchers	State Nebraska Bank	540978	5856	State Nebraska Bank NPERS	\$4,778.72	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
State Nebraska Bank NPERS	NPERS	April Payroll 2025	06-00941-000		\$4,157.53	
State Nebraska Bank NPERS	NPERS - Adl	April Payroll 2025	06-00941-000		\$621.19	
Sub Total					\$4,778.72	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
April 2025 Payroll Vouchers	State Nebraska Bank	540978	5857	State Nebraska Bank State	\$662.15	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
State Nebraska Bank State Payroll Taxes	State Withholding - NE	April Payroll 2025	06-00941-000		\$662.15	
Sub Total					\$662.15	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
April 2025 Payroll Vouchers	State Nebraska Bank	537047	EFT	Direct Deposit	\$453,195.18	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
First National Omaha	Direct Deposit	April Payroll 2025	01-00941-000		\$453,195.18	
Sub Total					\$453,195.18	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
April 2025 Payroll Vouchers	State Nebraska Bank	540978	EFT	Direct Deposit	\$21,845.22	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
First National Omaha	Direct Deposit	April Payroll 2025	06-00941-000		\$21,845.22	
Sub Total					\$21,845.22	
Grand Total					\$941,464.71	

May Honor Recognition Recipients

FCCLA STAR National Qualifiers

Nolan Samuelson

Owen Wynia

Chase Sturm

Spring Yearbook Staff

Rylee Durant

Vanessa Fernandez

Lupita Alba

Gabrielle Clark

Gracelynn Daniels

Hannah Davis

Brooklyn Jones

Harper Olson

Lizbeth Rodriguez

Thomas Raymundo Bacilio

Landen Sharer

Carlyle Young

Andrea Tomas Bacilio

Josalynn Young

Maria Zacarias

State Science Fair Participant

Daniel Kuchta

Mid-State Conference Art Show Ribbon Winners

Claire Lutter

Reese Rethwisch

Kamden Dobbins

Vanesa Vargas De La Torre

Lilly Johnson

Oliver Surber

Adrienne Anderson

Mariana Nexticapan Hernandez

Kelsey Wilson

Olivia Brandow

Remyington Rager

Araya Tentinger

Evelyn Chavez-Torres

Chase Rethwisch

Nolan Bohnert

Gracyn Johnson

Tyla Hurner

Andra Carrillo

Andrew Brink

Melanie Gonzalez

Brodrick Tiedtke

Kaylei McIntosh

Lilyan Hurner

Jenny Mach Ixtuque

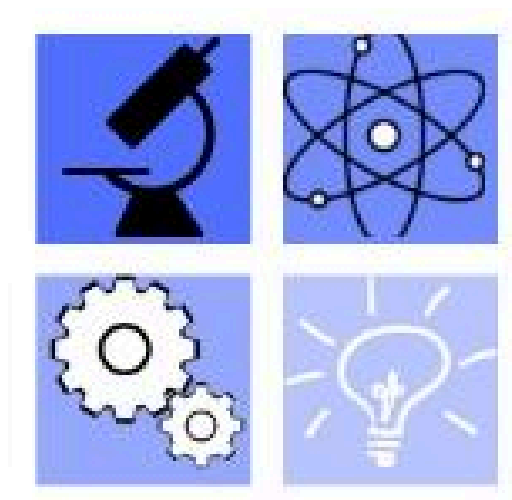
Alan Rameriz Salas

Juana Sutuj Ramos

Novalee Hawkins

Mason Beatty

Eli Clover



Wayne Kids Club

2025-2026

Sponsors:

Wayne Legacy Fund

Beyond School Bells

Wayne Community Chest

Wayne Elementary Boosters (WEB)

Wayne State College



Wayne Kids Club

Dear Parents,

Welcome to the Wayne Kids Club! We are an after-school program serving students in grades K-6. The Wayne Kids Club provides your child with extended learning opportunities, snacks and homework assistance by our staff who are both **CPR and first-aid certified**. In addition to this daily schedule, all students will also be exposed to STEAM based learning experiences on a weekly basis. That means that your child will regularly have the opportunity to take part in hands-on learning that is not only fun and engaging, but also promotes critical thinking and creative problem solving.

The attached forms have information regarding our after-school program for the **2025-26** school year. Please read through the information carefully and fill out only the forms in which you are requesting care. If questions arise please feel free to send an email or call. We look forward to serving your family and child's needs.

Sincerely,

Andi Diediker

Courtney Maas

Program Directors

(402) 375-3854

andiedi1@waynebluedevils.org

comaas1@waynebluedevils.org

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Transportation

Bussing will be provided from the ELC to the Elementary School for K-2 students participating in Kids Club. K-2 Students will be checked onto the bus by Mrs. Wendte or school staff. Upon arrival at the Elementary School, students will report to the gym to be checked in alongside 3-6 grade students. Families with a K-2 student will be required to fill a district bussing form prior to the first day of Kids Club.

Financial Assistance

Wayne Kids Club is asking each family to pay a fee for the cost of materials, snacks, and the programming offered. If at any time throughout the course of the year you are requiring assistance to help cover this cost, please contact the Program Directors, Andi Diediker/Courtney Maas, and the appropriate arrangements will be made.

If you should need to take your child out of the program before the school year is over, payment will be required for the week we are notified plus 1 additional week.

Daily Schedule (Monday, Tuesday, Thursday, Friday)

3:10-3:20 K-2 students get checked onto bus at ELC and ride to Elementary School

3:20-3:55 Meet in gym - Physical Activity

3:55-5:30 Homework Zone/Snack: Once homework is completed, the students will transition to Extended Learning Opportunities

2:00 pm Dismissal Schedule

1:50-2:00 K-2 students get checked onto bus at ELC and ride to Elementary School

2:00-3:00 Meet in gym - Physical Activity

3:00-3:30 Snack

3:30-5:20 Homework Zone: Once homework is completed, the students will transition to Extended Learning Opportunities

Snacks

A snack will be served each day. If your child has specific dietary restrictions, please notify the Site Director, Carrie Wendte.

Dismissal

When dismissing a child from Wayne Kids Club, staff will refer to each child's dismissal plan. A child will be allowed to leave Wayne Kids Club only in accordance with the dismissal plan. If someone other than the parent/guardian or authorized persons listed on your child's dismissal plan is picking up your child, you are required to notify the Site Director to make arrangements: Carrie Wendte, waynekidsclub@waynebluedevils.org

Students will be dismissed through the front doors of the building. The Site Director will wait with students outside on the east side of the building until 5:30. If your student is picked up after 5:35 it will be considered late. When repeated late pick up occurs the issue will be directed to our Program Director. Mr. Diediker or Mrs. Maas will call the family and make a plan to solve the problem. If this keeps occurring a fine of 5 dollars per kid per day may be enforced.

Personal Items

All children are responsible for their personal items and should keep those items in their backpack. Wayne Kids Club will not assume responsibility for items brought from home; missing items will not be replaced. WKC employees cannot hold money for a child in the event that a child brings money to the site. Use of cell phones by the children during WKC hours is prohibited unless permission is given by staff.

Accidents and Medical Emergencies

The health and safety of your children is our top priority and we work to prevent accidents from happening. If a minor accident occurs during the day, an accident report outlining the care and procedures administered to your child will be completed and placed in your child's file.

In the event of a medical emergency or accident requiring a doctor's treatment, we will attempt to contact the parent/guardian immediately at the telephone numbers you have provided. If we are unable to reach a parent/guardian, our procedure is to contact the emergency people on your list or the ambulance as needed. A signed emergency medical authorization (included) is required from the parent/guardian to allow the WKC staff to take necessary emergency medical measures.

Sick or Absent Child Policy

The Wayne Kids Club staff will take attendance each day after kids arrive. Staff will communicate with the school regarding any students who were absent that day from school or had to leave early. All fees are due whether your child is an attendance or absent. If your child is not attending certain days during the week or is not attending WKC on their regularly scheduled day, please let the WKC staff know: Carrie Wendte, waynekidsclub@waynebluedevils.org.

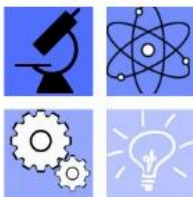
Discipline Policy

Children are expected to abide by the same rules and guidelines as listed in the Wayne Elementary School Handbook as well as WKC guidelines. If an inappropriate behavior does occur, we will use a positive approach by encouraging good behavior and redirecting their activity. Teachers will follow the school's behavior continuum (see below). Parents will be contacted and consulted regarding any serious behaviors.

When a behavior is deemed to be hurtful to other children or disrespectful to staff, the child's parent will be notified and the child will be sent home for the day. The child may return the following day; however, if the same or similar behavior continues to occur, he/she will be dismissed from the program. In order for a child to be re-enrolled in WKC, a conference must be held between WKC staff, school administration and the parents to determine if the child will be allowed back into the program. In the event of removal from the program, the child will not be excluded from reapplying for the following school year.

Behavior Continuum

If a student is not meeting behavior expectations, he/she will be redirected by the teacher. If the student needs to be redirected a second time within that activity, he/she will be asked to move to a safe seat and continue participating from there while making better choices. If the student needs to be redirected while in the safe seat (a third redirect within that activity), he/she will be referred to the Site Director until able to meet expectations appropriately in the activity.



Wayne Kids Club

Wayne Kids Club is an after-school Expanded Learning Opportunity. The WKC program is designed to provide all kids with hands-on, engaging opportunities that enhance the school day, are driven by school-community partnerships, and encourage critical thinking and creative problem solving in our children.

What is Homework Zone?

The students will be assisted with completing homework from the school day during Homework Zone. If a student is not able to complete their homework while at Kids Club, they are expected to finish that homework at home for the next day. It is recommended that you still check the homework with your child to make sure that it is completed correctly.

What is an ELO and why is it important?

ELO stands for Expanded Learning Opportunity and it is the time that students spend engaged and cared for during after school hours. ELO's don't replace the school day, but rather enhance learning, support students who need extra attention to thrive, and enrich the experience for students who crave more than an 8-3 day can give them.

Why is STEAM important and how is it used in Wayne ELO?

With many future careers requiring science, technology, engineering, art, and math (STEAM) skills, it is vital that we work to improve STEAM education. Through STEAM education, students learn to develop critical thinking and creative problem solving skills, which are central to academic achievement and workforce development. In Wayne's ELO program we aim to provide hands-on, engaging STEAM activities and projects that require students to plan, question, test, design and redesign. Whether that be through a robotics program or a popsicle-stick bridge challenge, students are engaged and learning how to think critically and innovatively.

What goes on at WKC and what kinds of programs are offered?

Every day at WKC students have time to play, allowing them a chance to unwind from the school day. Students also receive a daily snack, at which time we also begin our designated homework and reading time for all students. Our dedicated staff is always available to help guide students with their work. Following this homework period, our programming begins.

How can I get involved in the ELO program?

First off, if you have children in kindergarten through 6th grades, consider enrolling them in the program on either a part-time or full-time basis. Secondly, if you have a unique talent or skill and would like to share that with kids in the program, we would love to work on a partnership opportunity with you. Finally, as a business or individual, our program would benefit greatly from donations. Whether that be financial contributions or donations of materials, we certainly value any form of partnership.

To find out more about Wayne Kids Club or to enroll your child, please contact Program Directors, Andi Diediker/Courtney Maas, andiedi1@waynebluedevels.org or comaas1@waynebluedevels.org.

PROGRAM DIRECTOR JOB DESCRIPTION

Job Title: Program Director

Reports To: Wayne Community Schools Superintendent

JOB SUMMARY

To provide leadership to the Wayne Kids Club (WKC) and effectively implement ELO programming.

GENERAL JOB DESCRIPTION AND RESPONSIBILITIES

- Update and distribute parent handbooks and registration information on an annual basis.
- Ensure all program employees meet and maintain required levels of certification.
- Develop programming that is aligned with AQuESTT, is STEM-driven and garners student interest and engagement.
- Keep record of student involvement in programming and ELO effectiveness through data collection.
- Assist site director in planning and serving nutritionally balanced snacks.
- Maintains regular communication with the site director to ensure program effectiveness.
- Attend and present at school board meetings when seeking approval for programming or for general updates.
- Create and maintain community partnerships to support local programming and program sustainability through financial means.
- Pursue local and statewide grant opportunities.
- Collect parent feedback through annual surveys.
- Maintain active WKC's involvement in social media and print advertising.

Knowledge of:

- Management principles
- Developmentally appropriate activities for elementary-aged children.
- Curriculum development and state standards.
- ELO grant requirements.

Ability to:

- Interact with children of various ages and abilities in a positive and appropriate manner.
- Lead safe and developmentally appropriate activities for registered students.
- Understand and follow protocol for various emergency procedures.
- Prepare and maintain departmental records, reports and correspondences pertaining to the functions of participating programs.
- Maintain the confidentiality of appropriate communications, documents and transactions.
- Plan and organize work, set priorities and meet deadlines.
- Guide, direct and support staff while cultivating a team environment.
- Establish and maintain effective working relationships with parents, district employees, and board members.

- Operate standard office equipment and software.
- Communicate effectively both verbally and in writing.
- Present to and cultivate relationships with community stakeholders.

Skills in:

- Leadership.
- Active listening.
- Problem solving and decision making.

WAYNE KIDS CLUB SITE DIRECTOR JOB DESCRIPTION

Job Title: Wayne Kids Club Site Director

Reports To: Wayne Kids Club Program Director

JOB SUMMARY

To provide direction and oversight to the staff and children involved in the after school activities of the Wayne Kids Club program. Manages staff by directing their activities, and provides feedback and discipline as appropriate in a team environment. Ensures staff carries out activities in support of the program's goals and objectives. Establishes and maintains open communication with staff, parents and children.

EDUCATION AND EXPERIENCE

1. High School diploma or GED equivalent. Must be at least 19 years of age.
2. Meet **ONE** of the following requirements:
 - Hold a bachelor's degree from an accredited college or university in early childhood education, education or child/youth development;
 - Hold a bachelor's degree from an accredited college or university and at least six credit hours in early childhood education, education or child/youth development;
 - Have an associate degree from an accredited college or university in early childhood education, education or child/youth development;
3. CPR certification or ability to obtain certification.

Job descriptions and responsibilities:

- Works with Program Director to plan and implement safe and developmentally appropriate activities, routines, policies and procedures in support of short and long range goals of the Wayne Kids Club program.
- Maintains a safe, clean and healthy environment in accordance with all relevant laws and regulations.
- Determines and provides a variety of nutritious snacks within state and budget guidelines. Oversees or assists with setting up clean up of snack time.
- Monitors and maintains needed supplies and communicates supply needs to the Program Director.
- Understands and is able to execute various emergency procedures as trained including conducting fire and tornado drills to ensure compliance with State requirements.
- Completes weekly director reports, tracking staff and child attendance, discipline reports, accident reports, menus, sign in and sign out processes, time off request, etc.
- Ensures constant and appropriate level of supervision of children by overseeing, monitoring and directing the activities of staff and children.
- Establishes and maintains open communication with parents, staff and children in a respectful manner.
- Conducts roll call for afternoon care to ensure all children are accounted for and attendance is properly tracked including students being checked out upon pick up.
- Assists with incident and accident reports and communicates issues and events to children, parents and Program Director as appropriate.
- Provides appropriate care for children who become ill, are injured or are upset.

- Helps clean up children and soiled garments resulting from toileting issues or other bodily fluids.

Position qualifications, skills, knowledge and abilities of the job.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Management principles
- Age and developmentally appropriate activities for elementary aged children.

Ability to:

- Interact with children of various ages and abilities in a positive and appropriate manner.
- Lead safe and developmentally appropriate activities for registered students.
- Understand and follow protocol for various emergency procedures.
- Maintain departmental records, reports and correspondences pertaining to the functions of Wayne Kids Club.
- Maintain the confidentiality of appropriate communications, documents and transactions.
- Perform job duties efficiently while managing frequent interruptions.
- Guide, direct and support staff while cultivating a team environment.
- Establish and maintain effective working relationships with parents, district employees, board members and Wayne Kids Club Staff.
- Operate standard office equipment.
- Communicate effectively both verbally and in writing.

Skills in:

- Leadership.
- Active listening.
- Problem solving and decision making.

Wayne Kids Club Medical/Emergency Care Form

Child's Name _____

Child's Medical Information

Allergies/Special Diet: Yes ___ No___ (if yes, explain)

Emergency Medical Care

I understand that every effort will be made to contact me in the event of an emergency requiring medical treatment. If I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility and to secure necessary medical treatment for my child.

First Aid Authorization

I authorize Wayne Kids Club staff who are trained in the basics of first aid/CPR to give my child first aid/CPR when appropriate.

Parent/Guardian Signature: _____

Wayne Kids Club Dismissal Plan

Child/Children's Name _____

Your child's safety is of the utmost importance to us. In order to ensure that your child is safe after they leave the Wayne Kids Club premises, we will strictly follow this dismissal plan set up by you. If this plan changes at any time throughout the year, please let the Program Director or Site Director know and we will have you complete a new Dismissal Plan.

___ **My child will walk home from Wayne Kids Club.**

___ **My child will be picked up from Wayne Kids Club. I give permission for the following people to pick up my child from Wayne Kids Club. Students will not be released to someone NOT on this list, unless prior arrangements have been made with the Site Director: Carrie Wendte, waynekidsclub@waynebluedevels.org**

Name: _____ Relation: _____

Phone: _____

Name: _____ Relation: _____

Phone: _____

Name: _____ Relation: _____

Phone: _____

If your student is picked up after 5:35 it will be considered late. When repeated late pick up occurs the issue will be directed to our Program Director. **Mr. Diediker/Mrs. Maas** will call the family and make a plan to solve the problem. If this keeps occurring a fine of 5 dollars per kid per day may be enforced.

I understand the late pick-up policy and agree with its requirements:

(parent/guardian signature)

Wayne Kids Club Permission Consent Form

Child/Children's Name _____

Photo Permission

Throughout the year, we will be promoting the Wayne Kids Club program through articles in newspapers and through social media. Please indicate your preference for including your child's picture in the publications.

_____ I give permission for my child's photograph to be used publicly (web, newspaper, etc.) for the promotion of the Wayne Kids Club program.

_____ I do not wish for my child's photograph to be used for the promotion of the Wayne Kids Club program.

Yes No I give my child permission to be enrolled in Wayne Kids Club programs.

Yes No I have read and understood the Wayne Kids Club Family Packet and acknowledge the monthly fees associated with the programming.

Parent/Guardian Signature: _____

Additional Comments: _____

Sliding Fee Scale 2025-2026

1. Who can qualify for free/reduced Wayne Kid Club costs?
 - a. All children in households who qualify according to the Sliding Fee Scale.
 - 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 provide a copy of my tax return information or pay stub?
 - a. Please provide a copy of your tax return and/or pay stub.
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 Program Directors, **Andi Diediker/Courtney Maas**, 402-375-3854
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 Wayne Kids Club bill I am responsible for?
 - a. Please visit with Program Director, **Andi Diediker/Courtney Maas**, 402-375-3854 or andiedi1@waynebluedevils.org comaas1@waynebluedevils.org. Scholarship money may be available.

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 the tax return for each person in the home who has a recordable income.

Wayne Kids Club Sliding Fee Scale

Household Size	Yearly - Free	Yearly- Reduced	Yearly - Full Pay
2	up to \$58,130	up to \$66,530	Over \$66,530
3	up to \$66,530	up to \$74,930	Over \$74,930
4	up to \$74,930	up to \$83,330	Over \$83,330
5	up to \$83,330	up to \$91,730	Over \$91,730
6	up to \$91,730	up to \$100,130	Over \$100,130
7	up to \$100,130	up to \$108,530	Over \$108,530
8	up to \$108,530	up to \$116,990	Over \$116,990

Signature: _____ Print Name: _____

Address: _____ Phone Number: _____

Email Address: _____ Date: _____

Wayne Kids Club After-School Program Application

Date of application _____

Due by August 1st, 2025

CHILD INFORMATION:

First Name: _____ Last Name: _____

Preferred Name: _____ Home Language: _____

Date of Birth: _____ Sex: M F

Race: White Hispanic Black Asian Other _____

Does your child have a verified disability? _____, if yes, describe _____

Does your child qualify for Medicaid? Yes No Medicaid# _____

If no, other insurance? _____

Please indicate if your child will be taking part in full-time or part-time care during the school year and indicate which payment plan you will be following.

___ Full-time care

___ Annual Rate: \$1,123 ___ Semesterly Rate: \$580 ___ Monthly Rate: \$118

___ Reduced Annual Rate: \$561 ___ Semesterly Rate: \$290 ___ Monthly Rate: \$59

___ Part-time care

___ 4 days ___ Annual Rate: \$899 ___ Semesterly Rate: \$464 ___ Monthly Rate: \$95

___ 4 days ___ Reduced Annual Rate: \$449 ___ Semesterly Rate: \$232 ___ Monthly Rate: \$47

___ 3 days ___ Annual Rate: \$674 ___ Semesterly Rate: \$348 ___ Monthly Rate: \$71

___ 3 days ___ Reduced Annual Rate: \$337 ___ Semesterly Rate: \$174 ___ Monthly Rate: \$35

*Please indicate which three or four days per week your child will be attending. .

___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday

- Care will be provided from the time school is dismissed at the end of the day until 5:30 p.m.
- Wayne Kids Club WILL provide care on early dismissal days leading into a holiday break. A WKC calendar will be provided at the beginning of the school year.
- Wayne Kids Club will NOT provide care on days when school is canceled due to inclement weather.
- We currently do not offer a drop-in option. You must be able to indicate the days each week that your child will be attending. This allows us to plan our programs and staff accordingly.
- Semesterly payment is due prior to the start of each semester. Monthly payment is due prior to the first of each month. Please make payments by cash or check in the main office of the elementary school.
- If you sign up for part-time please understand that there will be some activities that your child may miss due to a shortened week. We will do our best to ensure that your child gets the opportunity to finish their project when they are in attendance.
- Upon acceptance into the program, you will receive a notification letter and a deposit of \$50 per child will be required to hold your spot. Your deposit will be credited towards your first payment.

Head of Household - Primary and Secondary:

Primary

Name: _____

Address: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Date of Birth _____

Level of Education Completed High School 2 year college 4 year college
 Specialized Training Program
 Advanced-Degree
 Other _____

Secondary

Name: _____

Address: _____ Zip-Code: _____

Home Phone: _____ Cell Phone: _____

Date of Birth _____

Level of Education Completed High School 2 year college 4 year college
 Specialized Training Program
 Advanced Degree
 Other _____

Child lives with: _____

Number in Family:	Number of Children:	Number in Household:
--------------------------	----------------------------	-----------------------------

Please list all children living in household First and Last Name	Date of Birth	Sex	If attending school, what grade and where?	Relationship to child applying
		M F		
		M F		
		M F		
		M F		
		M F		

The following information helps the program staff better understand the needs of your family. All information is confidential and is not shared outside of Wayne Elementary After School Program.	Yes	No
Is your child currently receiving Special Education Services through WCS?		
Was your child born more than three weeks early? If yes, what did your child weigh at birth? ____lb____oz		
Does your child have any of the following? (If so, please check) <input type="checkbox"/> Asthma <input type="checkbox"/> Cancer <input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy or Seizures <input type="checkbox"/> Heart Problems <input type="checkbox"/> Kidney Problems <input type="checkbox"/> Vision <input type="checkbox"/> Weight Problems <input type="checkbox"/> Other _____		
Does your child have an immediate family member with a mental or emotional disability?		
Have you been divorced or separated from your spouse or significant other within the last year?		
Has there been a recent death in the immediate family? If yes, how was the person related to the child?		
Does the child have an immediate family member with a life threatening disease or serious chronic illness (ex. Cancer, diabetes, tuberculosis)		
Have you or a family member identified a need or been involved in counseling in any of the following areas: (if so, please check) <input type="checkbox"/> Anger Control <input type="checkbox"/> Alcohol/Drug Issues <input type="checkbox"/> Child Abuse/Neglect <input type="checkbox"/> Sexual Abuse <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Other _____		
Has your family had an open case with Child Protective Services within the last three years?		
Is there an immediate family member currently incarcerated or involved with the legal system?		
Are you currently a student? If so, attending ____WHS ____WSC ____NECC		
Does your child have a guardianship or ward status?		
Is either parent not fluent in English		
Are you an immigrant or refugee? If so, from where?		
Do you have dependable transportation for your daily needs?		
Does your family have enough food to meet your daily needs?		
Do you receive any of the following types of assistance? <input type="checkbox"/> TANF <input type="checkbox"/> SNAP <input type="checkbox"/> SSI If yes, verification is required. Please attach a copy of statement. † Disability † Death		
Are you currently homeless or have you been homeless in the last year? (Homeless is defined for our program purposes as living in a shelter, on the street, or temporarily staying in a residence that is not your own)		
Have you or an immediate family member moved to work at a meat-packing plant or agricultural related job in the last 3 years?		
Does your student receive academic intervention through Wayne Elementary? (Reading Intervention)		

I certify that this information is true. If any part is false, my participation in this agency's programs may be terminated and I may be subject to legal action. I also understand that the information in this application will be held in strict confidence with the school and will be accessible to me during business hours.

Parent Signature _____ Date _____

AIA® Document G702® – 1992

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: 022	Distribution to: OWNER : [] ARCHITECT : [] CONTRACTOR : [] FIELD : [] OTHER : []
FROM: Hausmann Construction, Inc. 8885 Executive Woods Drive Lincoln, NE 68512	VIA: Carlson West Povondra Architects 5060 Dodge Street Omaha, NE 68132	PERIOD TO: April 30, 2025	
CONTRACTOR:	ARCHITECT:	CONTRACT FOR:	CONTRACT DATE: August 30, 2022
		PROJECT NOS: 22-022 / /	

CONTRACTOR'S APPLICATION FOR PAYMENT

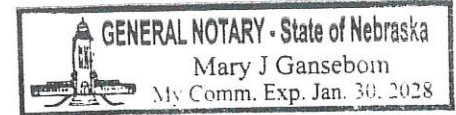
Application is made for payment, as shown below, in connection with the Contract. AIA Document G703®, Continuation Sheet, is attached.

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.

1. ORIGINAL CONTRACT SUM.....	25,072,766.00
2. NET CHANGE BY CHANGE ORDERS.....	808,728.97
3. CONTRACT SUM TO DATE (Line 1 ± 2).....	25,881,494.97
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703).....	25,464,658.67
5. RETAINAGE:	
a. 0.00% of Completed Work (Column D + E on G703: _____ 0.00)=	0.00
b. 0.00% of Stored Material (Column F on G703: _____ 0.00)=	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703).....	804,159.59

CONTRACTOR:

By:  Date: 4/24/25
 State of: Nebraska
 County of: Madison



Subscribed and sworn to before
 me this April 24 day of 2025
 Notary Public: Mary J. Gauseboom
 My Commission expires: 1/30/2028

6. TOTAL EARNED LESS RETAINAGE.....	24,660,499.08
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	24,227,272.50
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE.....	433,226.58
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	1,220,995.89

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..... 433,226.58

(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:

By:  Date: 05.06.2025

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.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	828,138.97	19,410.00
Total approved this Month	0.00	0.00
TOTALS	828,138.97	19,410.00
NET CHANGES by Change Order		808,728.97



AIA Document G703® – 1992

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.

22-022 WCS Early Childhood Center & HS

APPLICATION NO:

022

APPLICATION DATE:

April 30, 2025

PERIOD TO:

April 30, 2025

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	382,986.00	2,014.00	0.00	385,000.00	99.48%	2,000.00	11,409.83
2	Earthwork	227,000.00	227,000.00	0.00	0.00	227,000.00	100.00%	0.00	6,751.24
3	Utilities	452,195.00	445,578.00	0.00	0.00	445,578.00	98.54%	6,617.00	13,117.95
4	Surveying	20,280.00	20,280.00	0.00	0.00	20,280.00	100.00%	0.00	603.15
5	Irrigation Allowance	44,890.00	22,000.00	0.00	0.00	22,000.00	49.01%	22,890.00	190.58
6	Landscaping/Sod/Seeding	54,859.00	34,300.00	7,700.00	0.00	42,000.00	76.56%	12,859.00	988.62
7	Fencing & Control	18,165.00	18,165.00	0.00	0.00	18,165.00	100.00%	0.00	540.25
8	Striping	7,710.00	4,500.00	0.00	0.00	4,500.00	58.37%	3,210.00	68.80
9	Selective Demolition	270,030.00	270,030.00	0.00	0.00	270,030.00	100.00%	0.00	8,031.00
10	Temp Walls/Temp Flooring	328,300.00	326,363.00	1,937.00	0.00	328,300.00	100.00%	0.00	9,764.02
11	Auditorium Scaffolding Allowance	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00%	0.00	2,230.59
12	Final Cleaning	41,359.00	23,000.00	9,500.00	0.00	32,500.00	78.58%	8,859.00	787.11
13	Concrete Foundations/Flatwork	1,217,100.00	1,206,140.00	10,960.00	0.00	1,217,100.00	100.00%	0.00	66,197.95
14	Precast Materials	1,383,870.00	1,383,870.00	0.00	0.00	1,383,870.00	100.00%	0.00	41,157.89
15	Grouting	58,540.00	58,540.00	0.00	0.00	58,540.00	100.00%	0.00	1,741.05
16	Masonry	522,000.00	522,000.00	0.00	0.00	522,000.00	100.00%	0.00	15,524.88
17	Structural Steel Supply	622,400.00	622,400.00	0.00	0.00	622,400.00	100.00%	0.00	18,510.89
18	Precast/Steel Erection & Hoisting	770,280.00	770,280.00	0.00	0.00	770,280.00	100.00%	0.00	22,909.01
19	Glu Laminated Materials	51,905.00	51,905.00	0.00	0.00	51,905.00	100.00%	0.00	1,543.71
20	Wood Framing/Rough Carpentry	479,870.00	479,870.00	0.00	0.00	479,870.00	100.00%	0.00	14,271.89
21	Finish Carpentry	295,000.00	230,200.00	35,700.00	0.00	265,900.00	90.14%	29,100.00	7,318.64
22	Millwork/Casework & Lab Casework	698,423.00	632,354.00	25,500.00	0.00	657,854.00	94.19%	40,569.00	18,743.45
23	Roofing & Siding	899,951.00	899,951.00	0.00	0.00	899,951.00	100.00%	0.00	41,765.58
24	Metal Panels	93,864.00	93,864.00	0.00	0.00	93,864.00	100.00%	0.00	2,791.62
25	Waterproofing/Air Barriers	47,670.00	47,670.00	0.00	0.00	47,670.00	100.00%	0.00	1,417.76
26	Joint Sealants/Expansion Control	136,815.00	121,900.00	0.00	0.00	121,900.00	89.10%	14,915.00	3,323.29

A	B	C	D		E	F	G		H	I
			WORK COMPLETED				%	TOTAL COMPLETED AND STORED TO DATE (D + E + F)		
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)
27	Doors/Frames/Hardware Supply	281,329.00	281,329.00	0.00	0.00	281,329.00	100.00%	0.00	8,367.05	
28	Glazing	627,302.00	577,393.00	18,300.00	0.00	595,693.00	94.96%	31,609.00	19,576.23	
29	Overhead Doors	13,600.00	13,600.00	0.00	0.00	13,600.00	100.00%	0.00	404.48	
30	Framing & Drywall	1,155,360.00	1,155,360.00	0.00	0.00	1,155,360.00	100.00%	0.00	34,361.74	
31	Acoustic Ceilings & Wall Panels	502,985.00	495,150.00	7,835.00	0.00	502,985.00	100.00%	0.00	14,959.35	
32	Flooring & Tile	656,776.00	575,746.00	59,600.00	0.00	635,346.00	96.74%	21,430.00	18,461.77	
33	Painting & Wallcoverings	328,743.00	283,250.00	25,800.00	0.00	309,050.00	94.01%	19,693.00	11,292.54	
34	Division 10 Materials Supply	123,940.00	123,940.00	0.00	0.00	123,940.00	100.00%	0.00	3,686.12	
35	Lockers	118,300.00	95,925.00	22,375.00	0.00	118,300.00	100.00%	0.00	3,518.38	
36	Gym/Lab Equipment	93,984.00	93,984.00	0.00	0.00	93,984.00	100.00%	0.00	2,795.19	
37	Auditorium Equipment/Seating & Music Equipment	198,094.00	198,094.00	0.00	0.00	198,094.00	100.00%	0.00	5,891.54	
38	Window Treatments	18,500.00	17,000.00	1,500.00	0.00	18,500.00	100.00%	0.00	550.21	
39	Fire Suppression	324,760.00	304,300.00	9,800.00	0.00	314,100.00	96.72%	10,660.00	9,125.74	
40	Mechanical (Plumbing & HVAC)	5,154,422.00	5,074,772.00	38,700.00	0.00	5,113,472.00	99.21%	40,950.00	151,250.94	
41	HVAC Commissioning Allowance	30,500.00	30,500.00	0.00	0.00	30,500.00	100.00%	0.00	907.11	
42	Electrical	3,537,656.00	3,401,392.00	66,500.00	0.00	3,467,892.00	98.03%	69,764.00	106,725.76	
43	Systems Operation Allowance	100,000.00	100,000.00	0.00	0.00	100,000.00	100.00%	0.00	2,974.12	
44	Public Address System Allowance	37,930.00	37,930.00	0.00	0.00	37,930.00	100.00%	0.00	1,128.08	
45	Theatre Sound System Allowance	125,000.00	125,000.00	0.00	0.00	125,000.00	100.00%	0.00	3,717.64	
46	Performance Bond	184,390.00	184,390.00	0.00	0.00	184,390.00	100.00%	0.00	5,483.97	
47	Weather Conditions Allowance	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00%	0.00	4,461.17	
48	General Conditions Efforts Schedule & Preconstruction	1,594,003.00	1,539,623.00	30,750.00	0.00	1,570,373.00	98.52%	23,630.00	46,225.98	
49	Fee (1.95%)	447,730.00	432,410.70	8,100.00	0.00	440,510.70	98.39%	7,219.30	12,955.04	
50	Construction Contingency (3%)	730,275.00	697,786.00	14,539.00	0.00	712,325.00	97.54%	17,950.00	20,821.72	
51	Approved Value Engineering Items	(544,289.00)	(544,289.00)	0.00	0.00	(544,289.00)	100.00%	0.00	(16,187.78)	
52	Value Engineering Goal	(123,000.00)	(123,000.00)	0.00	0.00	(123,000.00)	100.00%	0.00	(3,658.16)	
PCCO 001	PCCO 001 (Post Bond Added Scope)	370,766.00	370,766.00	0.00	0.00	370,766.00	100.00%	0.00	11,027.01	

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)		
PCCO 002	PCCO 002	50,302.00	33,016.00	0.00	0.00	33,016.00	65.64%	17,286.00	631.74
PCCO 003	PCCO 003	53,072.00	53,072.00	0.00	0.00	53,072.00	100.00%	0.00	1,578.42
PCCO 004	PCCO 004	136,946.00	75,544.00	52,500.00	0.00	128,044.00	93.50%	8,902.00	3,627.83
PCCO 005	PCCO 005	(19,410.00)	(19,410.00)	0.00	0.00	(19,410.00)	100.00%	0.00	(577.28)
PCCO 006	PCCO 006	80,666.00	78,200.00	2,466.00	0.00	80,666.00	100.00%	0.00	2,399.10
PCCO 007	PCCO 007	17,325.77	17,325.77	0.00	0.00	17,325.77	100.00%	0.00	515.29
PCCO 008	PCCO 008	48,897.00	48,897.00	0.00	0.00	48,897.00	100.00%	0.00	1,454.25
PCCO 009	PCCO 009	36,990.20	36,990.20	0.00	0.00	36,990.20	100.00%	0.00	1,100.13
PCCO 010	PCCO 010	3,198.00	3,198.00	0.00	0.00	3,198.00	100.00%	0.00	95.11
PCCO 011	PCCO 011	5,088.00	0.00	0.00	0.00	0.00	0.00%	5,088.00	(103.08)
PCCO 012	PCCO 012	12,252.00	8,300.00	3,952.00	0.00	12,252.00	100.00%	0.00	364.39
PCCO 013	PCCO 013	12,636.00	11,000.00	0.00	0.00	11,000.00	87.05%	1,636.00	550.00
	GRAND TOTAL	25,881,494.97	25,008,630.67	456,028.00	0.00	25,464,658.67	98.39%	416,836.30	804,159.59



*2025- 2026 Annual
ESUCC- Sysco Food Program*

ESUCC Affiliated School: *Wayne Community Schools
611 W 7th St
Wayne, NE 68787*

- 1.) Agreement Period: **August 1, 2025 to July 31, 2026**
- 2.) Awarded Vendor: Sysco
- 3.) Terms & Conditions:

A. Anticipated Participation Level Calculation:

School 2024 NDE Reported Food Expenditures:	\$341,465.00
Minus 2024 Commodities:	\$62,913.60
Equals Calculation Amount:	
	X 60%

Equals School Annual Anticipated Usage Amount: \$167,130.84

B. Protocol for Under Usage

- 1.) Due to our contractual agreement with our Prime Vendor, schools must make a good faith effort to meet their purchasing threshold in order to receive the program benefits. If a school is unable to meet the anticipated usage then we will work with both the Prime Vendor and the School to come to an amicable resolution. There is no financial penalty for not meeting the 60% anticipated usage amount.
- 2.) Schools fulfilling their 60% anticipated committed volume will receive an account credit of 1% of total sales at the end of the program year.

C. Cancellation

Schools choosing to withdraw from their participation in the state-wide Food Cooperative Purchasing Program will need to notify ESUCC Cooperative Purchasing office in writing a minimum of sixty (60) days prior to desired withdrawal date.

ESUCC
1292 East 4th St
Ainsworth, Ne 69210
coop@esucc.org



SALES QUOTATION

Quote No. Q-00674016
Ref. No. Wayne - Chromebooks Dell 3120 Touch (200)

Date 4/15/2025
Exp. Date 5/14/2025

Sterling Account Manager

Angie Sexton
 303 Centennial Dr
 North Sioux City, SD 57049
 P: (605) 242-4037
 F: (605) 242-4001
 angie.sexton@sterling.com

Customer Information

Wayne Public School
 Ben Promes
 611 W 7th St
 Wayne, NE 68787-1715
 P: (402) 375-3150
 bepromes1@waynebluedevils.org

Terms Net 30	FOB Destination	Contract C000001250586	Estimated Lead Time 60 Business Days ARO
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Line No.	QTY	Part Number	Description	Unit Price	Extension
1	200	210-BLHG	Dell Chromebook 3120	\$304.94	\$60,988.00
2	200	338-CNJY	Intel(R) Processor N100(6MB cache,4 cores,4 threads,up to 3.40 GHz Turbo,4.80W), 8GB Memory,64GB EMMC,2 USBC	\$0.00	\$0.00
3	200	370-BCDV	8GB 4800MHz LPDDR5 Non-ECC	\$0.00	\$0.00
4	200	400-BNIB	64GB eMMC Hard Drive	\$0.00	\$0.00
5	200	391-BHWQ	11.6", HD 1366x768, 60Hz, Touch,Anti-Glare, Cam/Mic, WLAN	\$0.00	\$0.00
6	200	583-BINI	Single Pointing Non Backlit, US English	\$0.00	\$0.00
7	200	555-BLGB	Intel(R) Wi-Fi 6 AX203, 2x2, 802.11ax, MU-MIMO, Bluetooth(R) 5.1 wireless card	\$0.00	\$0.00
8	200	451-BDGL	3 Cell, 42Whr	\$0.00	\$0.00
9	200	492-BDTG	65W AC adapter, USB Type-C	\$0.00	\$0.00
10	200	537-BBDO	E4 Power Cord 1M for US	\$0.00	\$0.00
11	200	340-DMHK	Quickstart Guide	\$0.00	\$0.00
12	200	320-BFPT	LCD, Clamshell, Touch, TNR	\$0.00	\$0.00
13	200	340-AGIK	SERI Guide (ENG/FR/Multi)	\$0.00	\$0.00
14	200	998-HDCV	Fixed Hardware Configuration	\$0.00	\$0.00
15	200	389-FGWR	Laptop, TNR Camera, 2 USBC, Touch	\$0.00	\$0.00
16	200	340-DRTW	System Shipment, Chromebook 3120	\$0.00	\$0.00
17	200	389-EFSH	Intel Process N100/N200 CPU Label	\$0.00	\$0.00
18	200	800-BBQM	BTS/BTP Smart Selection Shipment, Chromebook (VS)	\$0.00	\$0.00
19	200	321-BKQD	Bottom Door WLAN	\$0.00	\$0.00
20	200	346-BKXJ	Palmrest for Clamshell	\$0.00	\$0.00
21	200	709-8890	Dell Limited Hardware Warranty Initial Year	\$0.00	\$0.00
22	200	709-8891	Mail In Service after Remote Diagnosis, 1 Year	\$0.00	\$0.00
23	200	CROSSWDISEDUNEW	Google Chrome Management Console License - Education	\$32.00	\$6,400.00

TOTAL \$ 67,388.00

Quotation Comments

Contract #: C000001250586

Ask your Sterling Account Manager about our Complete Ship Services: An efficient, convenient, and secure way to receive your order.

Terms and Conditions

All products and services sold, licensed, resold, distributed, and provided (as applicable) by Sterling are subject to Sterling's Return Guidelines (located at <https://sterling.com/contact/return-information/>) and the terms and conditions (if any) imposed by the applicable Sterling Partner (the original manufacturer, seller, licensor, or provider).

This quote is based on information and conditions available as of the date of this quote. If there are changes in vendor pricing due to recent tariff orders, Sterling reserves the right to revoke this quote and issue a new quote.

CAGE: 06AP0 | DUNS: 938836541 | UEID: YZTLALWM4UC7



WAYNE COMMUNITY SCHOOLS



EARLY LEARNING CENTER

Learning for Life

**Preschool Handbook
2025-2026**

Wayne Early Learning Center
903 West 7th St.
Wayne, NE 68787
402-833-1450

Principal
Courtney Maas

Welcome Message



Parents and Guardians,
Welcome to Wayne Early Learning Center, home of the Blue Devils! We look forward to having you join our school community during the upcoming school year.

Wayne Early Learning Center is located in Wayne, NE. We serve approximately 300 students, Preschool through second grade. Wayne Early Learning Center has 3 or 4 sections at each grade level. In addition to classroom instruction, teachers provide students with education in the content areas of Media, Art, Music, CIC (Counselor In the Classroom), and Physical Education. Wayne ELC is a school-wide Title 1 school. Here at Wayne Early Center we have implemented PBIS (Positive Behavioral Interventions and Supports). We are an NEMTSS PBIS school that implements proactive behavior strategies and teaches appropriate student behavior to create a positive learning environment.

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.

At Wayne Early Learning Center, we believe in order to have positive outcomes for anything, there needs to be a team approach with all stakeholders. We will respect, support each other, and be fully invested in doing what is best for our students. We expect open communication and collaboration for all to feel informed and connected to the learning of our students. This team effort helps create positive student outcomes, which strengthens the community as a whole. Working together will provide a wonderful school year!

We look forward to working with you! You are encouraged to get involved in our school community by attending our school events. A great way to get involved is by joining our WEB (Wayne Elementary Boosters) group.

If you have any questions please feel free to call or email me.

Go Blue Devils!

Courtney Maas
Principal, Wayne Early Learning Center
comaas1@waynebluedevils.org
(402) 833-1450

Wayne Board of Education



President

- Jodi Pulfer jopulfe1@waynebluedevils.org

Vice President

- Jaime Manz jamanz1@waynebluedevils.org

Recording Secretary

- Deb Daum dedaum1@waynebluedevils.org

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- Darian Stoltenberg dastolt1@waynebluedevils.org

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- Justin Davis judavis1@waynebluedevils.org

Member

- Lynn Junck lyjunck1@waynebluedevils.org

Member

- Brent Pick brpick1@waynebluedevils.org

Member

- Sylvia Ruhl syruhl1@waynebluedevils.org

Board Members may be contacted by calling the Wayne District Office at (402) 375-3150.

Wayne Administrative team



Mark Lenihan - Superintendent

malenih1@waynebluedevils.org

Dr. Lenihan serves as the Superintendent of Wayne Community Schools, leading with a vision of excellence, innovation, and student-centered growth. His commitment to fostering a supportive and forward-focused learning environment inspires success for all students.



Misty Bear - Student Services Director

mibear1@waynebluedevils.org

Mrs. Bear serves as the Director of Early Learning and Student Services for Wayne Community Schools, committed to creating supportive, inclusive, and future-focused opportunities for all students to thrive.



Courtney Maas - Preschool-2nd Grade Principal

comaas1@waynebluedevils.org

Mrs. Maas serves as the PreK–2nd Grade Principal at Wayne Community Schools, leading primary learners with a focus on joyful growth, strong foundations, and meaningful family partnerships that support each child's success.



Andi Diediker - 3rd-6th Grade Principal

andiedi1@waynebluedevils.org

Mr. Diediker is the 3rd–6th Grade Principal at Wayne Community Schools, dedicated to empowering students through a positive, challenging, and future-ready learning environment.



Russ Plager - High School Principal

ruplage1@waynebluedevils.org

Mr. Plager is the High School Principal at Wayne Community Schools, committed to preparing students for their future through academic excellence, leadership development, and strong school-community connections.



Dave Wragge - 7th-8th Principal & Athletic Director

dawragg1@waynebluedevils.org

Mr. Wragge serves as the Athletic Director and Junior High Principal at Wayne Community Schools, fostering student growth through leadership, teamwork, and a commitment to well-rounded educational and extracurricular experiences.

ELC teaching staff



Preschool

- Gwen Frideres
- Kelly Ptacek

Kindergarten

- Tanya Heikes
- Savannah Leseberg
- Lisa Meyer
- Emily Rockhill

1st Grade

- Jessica Loberg
- Kathy Ostrand
- Candace Petersen
- Jennifer Thomas

2nd Grade

- Mike Jaixen
- Jodi Lutt
- Cheryl Suehl

English Language Learner

- Carrie Wendte
- Paige Milliken

Reading Specialists

- Jean Dorcey
- Ashley Hoffman

Art

- Rylee Shaw

Counselor in the Classroom (CIC)

- Kim Anderson

Media

- Sarah Oltjenbruns

Music

- Christiana Koeppe

PE

- Aaron Carlson
- Rylee Shaw

Special Education

- Brooke Henderson

ELC Support Staff



Administrative Assistant

- Brenna Anderson

Student Services Director

- Misty Bear

Student Services Administrative Assistant

- Paula Gemelke

School Nurse

- Abby Wragge

Director of Maintenance

- Jordan Widner

Food Services Manager

- Theresa Tiedtke

Technology Director

- Ben Promes

Grounds

- Kurt Daum
- Dennis Raulston

School Psychologist

- Rachel Kerby

Assistant School Psychologist

- Carrie Roerig

Speech Pathologist

- Kara Heithold

Heartland Therapy

- Lora Heithold
- Megan Doffin

Mission & Goals

Vision

Learning for Life, Every Student, Every Day.

Mission

Wayne Community Schools is committed to the success of all students and the development of lifelong learners.

Value Statements

Wayne Community Schools values...

W - Working in Partnerships

C - Committing/Commitment to Excellence

S - Success in Life

Expectations

- Be Responsible
- Be Prepared
- Be Safe

Mission & Goals



Character Traits

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

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.

ELC Schedule

Preschool Schedule

Mrs. Frideres

3-Day 4 Year Olds

Mon: 7:50-3:00

Wed: 7:50-2:00

Fri: 7:50-12:30

2-Day 3 Year Olds

Tue: 7:50-3:00

Thr: 7:50-3:00

Mrs. Ptacek

3-Day 4 Year Olds

Mon: 7:50-3:00

Tue: 7:50-3:00

Wed: 7:50-2:00

Thr: 7:50-3:00

Fri: 7:50-12:30

Kindergarten-2nd Grade Schedule

Kindergarten through 2nd Graders will begin school at 8:00 AM and dismiss at 3:10 PM on Mondays, Tuesdays, Thursdays, and Fridays.

Wednesdays are a district-wide 2:00 dismissal designated for professional development.

Early Learning Center Building Hours

The Early Learning Center doors will be open Monday-Friday from 7:30 AM - 4:30 PM. Staff may be at the center earlier preparing for daily activities. However, children are not allowed to be left at the ELC until doors are unlocked at 7:30 AM, when supervision is available. All doors are locked at 8:00 AM for the safety of your children.

2:00 Dismissal Days

The office is open from 7:30am to 4:30 pm.

ELC Information



Contact Information

It is imperative that contact information be kept current. Please contact the office 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.

Contact Information

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, & Snack

Breakfast will be available from **7:45-8:10** each morning and lunch will be provided each day from 11:40-12:20. Preschool meals are included in their preschool tuition. 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.

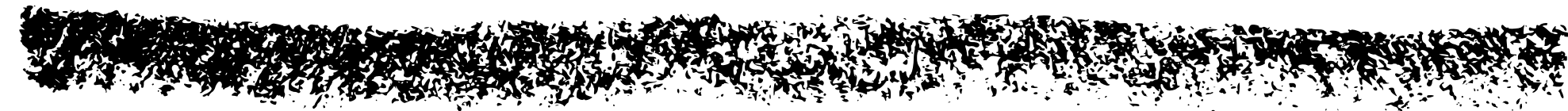
We ask that families who have a child with food allergies students fill out a form as provided through our lunch program. Students are required to try something at each meal. If you are providing lunch for your child, we request that it is nutritious and contains at least 2 items from the 5 food groups, 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



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.

Summary of the School Immunization Rules and Regulations 2024-25

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.

Enrollment Requirements



Potty Training

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

Preschool students enrolled in the 3 yr program must be pull up trained, preferably 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 & 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. You may contact the school via phone or email:

- Phone: (402) 833-1450
- Paula Gemelke at pagemel1@waynebluedevils.org
- Brenna Anderson at brander1@waynebluedevils.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.

Safety & Discipline



Emergencies & 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 & 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.

Preschool Supplies



Student Supply Needs

- Please send a large backpack to school with your child.
- 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 have PE and 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

State & 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

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.

State & Federal Programs

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	R. Plager, High School Principal
Title IX	Discrimination, harassment based on sex; gender equity	M. Beair, Special Education Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act	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 & drug free schools	R. Plager, High School Principal

The Coordinator may be contacted at:

611 W. 7th Street
Wayne, NE 68787
(402) 375-3150

State & Federal Programs



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.

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 Harrassment & 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.](#)

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:

- 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.
- 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.
- 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.

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

State & Federal Programs

Notification of Rights Under FERPA cont.

(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.

State & Federal Programs



Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

- 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.

Forms To Be Returned



Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

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 Instagram.
- 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 record 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 Instagram 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 _____

ELC Preschool Sliding Fee Scale 2025-26

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 mibeair1@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 M, T, W, Th, F	4-year-old Program M, W, F	3-year-old Program T, Th
7:50-3:00 Friday - 7:50-12:30	7:50-3:00 Friday - 7:50-12:30	7:50-3:00

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 by the 10th of each month. Tuition is calculated by the number of days in session and divided by the number of payments. Lack of payment may result in your student being removed from the program. Lowest pay is free tuition (not on the chart below).

# of Payments	Schedule	Full pay M, T, W, Th, F	Reduced Pay M, T, W, Th, F	Full Pay M, W, F	Reduced Pay M, W, F	Full Pay T, Th	Reduced Pay T, Th
1	Annual (August 25/26)	\$3350	\$1675	\$1750	\$875	\$1600	\$800
2	Semester (August 2025 & January 2026)	\$1675	\$837	\$875	\$437.50	\$800	\$400
3	Quarterly (August, October, January, & March)	\$837.50	\$413.75	\$437.50	\$218.75	\$400	\$200
9	Monthly (1 st Day of school of each month Sep-May)	\$372.22	\$186.11	\$194.44	\$97.22	\$177.78	\$59.26

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.

Tuition Application

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
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

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 \$58,130	up to \$66,530	Over \$66,530
3	up to \$66,530	up to \$74,930	Over \$74,930
4	up to \$74,930	up to \$83,330	Over \$83,330
5	up to \$83,330	up to \$91,730	Over \$91,730
6	up to \$91,730	up to \$100,130	Over \$100,130
7	up to \$100,130	up to \$108,530	Over \$108,530
8	up to \$108,530	up to \$116,990	Over \$116,990

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 Schools Health History 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? Yes No

Please list: _____

2. Does your child have a health condition now under treatment? Yes No

Please list: _____

3. Has your child been hospitalized in the last 3 years, treated in the ER, or had surgery? Yes No

Please list: _____

4. Does your child have allergies to food? Yes No

Please list: _____

5. Does your child have allergies to medications? Yes No

Please list: _____

6. Does your child have environmental, seasonal, or pet allergies? Yes No

Please list: _____

7. Date of last:

Medical Exam: _____

Dental Exam: _____

Eye Exam: _____

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

Asthma Yes No _____

Diabetes Yes No _____

Heart Condition Yes No _____

Epilepsy/Seizures Yes No _____

Bleeding Disorder Yes No _____

Chronic Respiratory Yes No _____

Infections Yes No _____

Chronic Ear Yes No _____

Bowel/Bladder Problems Yes No _____

Head Injuries/Concussions Yes No _____

Kidney Disease Yes No _____

Digestive Disorders Yes No _____

Vision/Hearing/Mobility Concern Yes No _____

Mental/Emotional Conc Yes No _____

Glasses: Yes No

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: _____

Is there internet access in the residence?

- Yes - Internet Access in Residence
- No-Not Available
- No-Not Affordable
- No-Other

What is the primary type of internet service used at the residence?

- Residential Broadband (DSL, Cable)
- Cellular Network
- School Provided Hot Spot
- Satellite
- Unknown
- Dial-Up
- Other
- None
- Community Provided WiFi

Can the student stream videos without interruption?

- Yes - No issues
- Yes - But Not Consistent
- No

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

What device does this student most often use to complete online learning at home?

- Desktop
- Tablet
- Chromebook
- Smartphone
- Laptop
- Other
- None

***Required Form**

I have received and reviewed a copy of the 2025-2026 ELC Handbook:



Signature

Date

Student Name(s) Enrolled at Wayne ELC Preschool

Wayne Community Schools **Early Learning Center**

Student-Parent Handbook

Learning for Life



2025-
2026

Wayne Early Learning Center

903 West 7th St.
Wayne, NE 68787
402-833-1450

Principal

Courtney Maas

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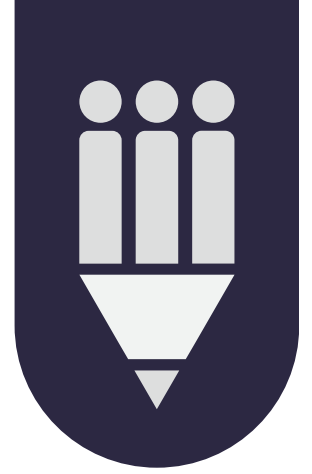
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Foreword

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 and Wayne Early Learning Center. Every family is responsible for becoming familiar with the handbook and discussing the expectations and information with their child. Parents are encouraged to use this handbook as a resource and to assist their child in following the expectations 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.

Wayne Board of Education

President

- Jodi Pulfer jopulfe1@waynebluedevils.org

Vice President

- Jaime Manz jamanz1@waynebluedevils.org

Recording Secretary

- Deb Daum dedaum1@waynebluedevils.org

Board Treasurer

- Darian Stoltenberg dastolt1@waynebluedevils.org

Member

- Justin Davis judavis1@waynebluedevils.org

Member

- Lynn Junck lyjunck1@waynebluedevils.org

Member

- Brent Pick brpick1@waynebluedevils.org

Member

- Sylvia Ruhl syruhl1@waynebluedevils.org

Board Members may be contacted by calling the Wayne District Office at (402) 375-3150.

Wayne

Administrative Team



Mark Lenihan - Superintendent

malenih1@waynebluedevils.org

Dr. Lenihan serves as the Superintendent of Wayne Community Schools, leading with a vision of excellence, innovation, and student-centered growth. His commitment to fostering a supportive and forward-focused learning environment inspires success for all students.



Misty Bear - Student Services Director

mibear1@waynebluedevils.org

Mrs. Bear serves as the Director of Early Learning and Student Services for Wayne Community Schools, committed to creating supportive, inclusive, and future-focused opportunities for all students to thrive.



Courtney Maas - Preschool-2nd Grade Principal

comaas1@waynebluedevils.org

Mrs. Maas serves as the PreK–2nd Grade Principal at Wayne Community Schools, leading primary learners with a focus on joyful growth, strong foundations, and meaningful family partnerships that support each child's success.



Andi Diediker - 3rd-6th Grade Principal

andiedi1@waynebluedevils.org

Mr. Diediker is the 3rd–6th Grade Principal at Wayne Community Schools, dedicated to empowering students through a positive, challenging, and future-ready learning environment.



Russ Plager - High School Principal

ruplage1@waynebluedevils.org

Mr. Plager is the High School Principal at Wayne Community Schools, committed to preparing students for their future through academic excellence, leadership development, and strong school-community connections.



Dave Wragge - 7th-8th Principal & Athletic Director

dawragg1@waynebluedevils.org

Mr. Wragge serves as the Athletic Director and Junior High Principal at Wayne Community Schools, fostering student growth through leadership, teamwork, and a commitment to well-rounded educational and extracurricular experiences.



Welcome Message

Parents and Guardians,

Welcome to Wayne Early Learning Center, home of the Blue Devils! We look forward to having you join our school community during the upcoming school year.

Wayne Early Learning Center is located in Wayne, NE. We serve approximately 300 students, Preschool through second grade. Wayne Early Learning Center has 3 or 4 sections at each grade level. In addition to classroom instruction, teachers provide students with education in the content areas of Media, Art, Music, CIC (Counselor In the Classroom), and Physical Education. Wayne ELC is a school-wide Title 1 school.

Here at Wayne Early Center we have implemented PBIS (Positive Behavioral Interventions and Supports). We are an NEMTSS PBIS school that implements proactive behavior strategies and teaches appropriate student behavior to create a positive learning environment.

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.

At Wayne Early Learning Center, we believe in order to have positive outcomes for anything, there needs to be a team approach with all stakeholders. We will respect, support each other, and be fully invested in doing what is best for our students. We expect open communication and collaboration for all to feel informed and connected to the learning of our students. This team effort helps create positive student outcomes, which strengthens the community as a whole. Working together will provide a wonderful school year!

We look forward to working with you! You are encouraged to get involved in our school community by attending our school events. A great way to get involved is by joining our WEB (Wayne Elementary Boosters) group.

If you have any questions please feel free to call or email me.

Go Blue Devils!

Courtney Maas
Principal, Wayne Early Learning Center
comaas1@waynebluedevils.org
(402) 833-1450

ELC

Teaching Staff

Preschool

- Gwen Frideres
- Kelly Ptacek

Kindergarten

- Tanya Heikes
- Savannah Leseberg
- Lisa Meyer
- Emily Rockhill

1st Grade

- Jessica Loberg
- Kathy Ostrand
- Candace Petersen
- Jennifer Thomas

2nd Grade

- Mike Jaixen
- Jodi Lutt
- Cheryl Suehl

English Language Teacher

- Carrie Wendte
- Paige Milliken

Reading Specialists

- Jean Dorcey
- Ashley Hoffman

Art

- Rylee Shaw

Counselor in the Classroom (CIC)

- Kim Anderson

Media

- Sarah Oltjenbruns

Music

- Christiana Koeppe

PE

- Aaron Carlson
- Rylee Shaw

Special Education

- Brooke Henderson
- Carlie Anderson

ELC

Support Staff

Administrative Assistant

- Brenna Anderson

Student Services Director

- Misty Bear

Student Services Administrative Assistant

- Paula Gemelke

School Nurse

- Abby Wragge

Director of Maintenance

- Jordan Widner

Food Services Manager

- Theresa Tiedtke

Technology Director

- Ben Promes

Grounds

- Kurt Daum
- Dennis Raulston

School Psychologist

- Rachel Kerby

Assistant School Psychologist

- Carrie Roerig

Speech Pathologist

- Kara Heithold

Heartland Therapy

- Lora Heithold
- Megan Doffin

School Calendar

School Calendar

The Early Learning Center will follow the Wayne Community Schools District calendar.

WAYNE COMMUNITY SCHOOLS | 2025-2026 CALENDAR



Wednesday 2:00 dismissals are for teacher development.

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

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5: Teacher Work Day
 6: School Resumes
 7: 2:00 Dismissal
 14: 2:00 Dismissal
 21: 2:00 Dismissal
 28: 2:00 Dismissal
 30: **NO SCHOOL – PK-6 P/T Conferences 7-12 In Session**

AUGUST 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						

1: ELC Ribbon Cutting
 4: Kindergarten Round-Up
 12: Open House – 5:00-7:00 pm
 14: First Day of School – Noon Dismissal
 18: First Day of PreK 3-4
 20: 2:00 Dismissal
 27: 2:00 Dismissal

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

4: 2:00 Dismissal
 11: 2:00 Dismissal
 18: 2:00 Dismissal
 20: **NO SCHOOL – Winter Break**
 25: 2:00 Dismissal

SEPTEMBER 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				

1: **NO SCHOOL – Labor Day**
 3: 2:00 Dismissal
 10: 2:00 Dismissal
 17: 2:00 Dismissal
 24: 2:00 Dismissal
 29: P/T Conferences – 2:00 Dismissal 4:00-8:00 PM

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4: 2:00 Dismissal
 12: 2:00 Dismissal – End Q3
 13: **NO SCHOOL – Spring Break**
 18: 2:00 Dismissal
 25: 2:00 Dismissal

OCTOBER 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	

1: P/T Conferences – 2:00 Dismissal 4:00-7:00 PM
 3: P/T Conferences: **NO SCHOOL**
 8: 2:00 Dismissal
 15: 2:00 Dismissal
 16: **NO SCHOOL – Teacher Inservice**
 17: **NO SCHOOL – Fall Break End**
 22: 2:00 Dismissal
 29: 2:00 Dismissal

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1: 2:00 Dismissal
 3: **NO SCHOOL – Easter Break**
 6: **NO SCHOOL – Easter Break**
 8: 2:00 Dismissal
 15: 2:00 Dismissal
 22: 2:00 Dismissal
 29: 2:00 Dismissal

NOVEMBER 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						

5: 2:00 Dismissal
 12: 2:00 Dismissal
 19: 2:00 Dismissal
 26-28: **NO SCHOOL – Thanksgiving Break**

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

6: 2:00 Dismissal
 13: 2:00 Dismissal
 16: Graduation
 19: Tentative Last Day of School

DECEMBER 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		

3: 2:00 Dismissal
 10: 2:00 Dismissal
 19: 2:00 Dismissal – End Q2/S1
 22-1/2: **NO SCHOOL – Christmas Break**
 24-28: 5-day NSAA Moratorium

WCS Moratorium – July 19-27
NO ACTIVITIES, CAMPS, or WEIGHTS

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

178 – Student Days
 186 – Teacher Days

The final day of school will be determined at the April 2026 Board of Education meeting.

Mission and Goals

Article 1

Vision

Learning for Life, Every Student, Every Day.

Mission

Wayne Community Schools is committed to the success of all students and the development of lifelong learners.

Value Statements

Wayne Community Schools values...

W - Working in Partnerships

C - Committing/Commitment to Excellence

S - Success in Life

Expectations

- Be Responsible
- Be Prepared
- Be Safe

Mission and Goals

Character Traits

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

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.

Mission and Goals

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

- 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.
- 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.
- 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.
- 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.
- 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.

Mission and Goals

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- A welcoming environment for parents and the community.

● Wayne Early Learning Center

Mission and Goals

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.

● Wayne Early Learning Center

Mission and Goals

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.

● Section 4 cont.

Mission and Goals

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.

● Wayne Early Learning Center

School Day

Article 2

Preschool Schedule

Mrs. Frideres

3-Day 4 Year Olds 2-Day 3 Year Olds

Mon: 7:50-3:00

Tue: 7:50-3:00

Wed: 7:50-2:00

Thr: 7:50-3:00

Fri: 7:50-12:30

Mrs. Ptacek

3-Day 4 Year Olds

Mon: 7:50-3:00

Tue: 7:50-3:00

Wed: 7:50-2:00

Thr: 7:50-3:00

Fri: 7:50-12:30

Kindergarten-2nd Grade Schedule

Kindergarten through 2nd Graders will begin school at 8:00 AM and dismiss at 3:10 PM on Mondays, Tuesdays, Thursdays, and Fridays.

Wednesdays are a district-wide 2:00 dismissal designated for professional development.

Early Learning Center Building Hours

The Early Learning Center doors will be open Monday-Friday from 7:30 AM - 4:30 PM. Staff may be at the center earlier preparing for daily activities. However, children are not allowed to be left at the ELC until doors are unlocked at 7:30 AM, when supervision is available. All doors are locked at 8:00 AM for the safety of your children.

2:00 Dismissal Days

The office is open from 7:30am to 4:30 pm. Supervision will be available starting at 7:30 am. Students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity.

School Day

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.

School Day

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 administrative assistants 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.

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 3:10 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.

School Day

K-2nd Grade Drop-off & Pick-up

Kindergarten-2nd Grade students are highly encouraged to enter school independently. The students will walk in the main entrance of the building. If students arrive before 7:55 they will go directly to the gym where they will be picked up by their classroom teacher. Breakfast is served from 7:30-7:55. If they arrive after 7:55 and need to eat breakfast, they will be given a grab-n-go breakfast and eat in their classroom.

Kindergarten-2nd Grade students who are in Kids Club or who have older siblings to meet at the Elementary will ride the bus from the ELC to the Elementary. They will be dismissed at 3:05 to get on the bus. The bus will take them to the Elementary where they will go to the gym to meet Kids Club or older siblings.

Students who are picked up by a parent or caregiver will be dismissed at 3:10 and exit through the main entrance. All other bus riders will be dismissed at 3:10 and go to the gym where they will check in and wait for the buses to arrive at 3:20.

Bus Information

Kindergarten-2nd Grade students are allowed to ride the bus. One bus will pick students up at the ELC to ride to the Elementary. The buses will then pick elementary bus riders up at 3:15 and head to the Early Learning Center to pick up bus riders from the ELC. From the ELC the buses will go to the Junior High/High School to pick up bus riders. If your child needs to ride the first bus from the ELC to the Elementary for Kids Club or to meet siblings or a parent, you must fill out bus paperwork at the District Office. For more information, call (402) 375-3150.

Signing a Child In & 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.

School Day

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.

Changes in Schedules

If there is a change in your child's schedule, please notify the school by calling the Early Learning Center office. They will notify your child and/or teacher of any changes. Please do not e-mail your child's teacher in case there is a substitute teacher or your child's teacher is unable to check their e-mail.

If there is a permanent change in your child's transportation schedule, please notify the Early Learning Center office and your child/children's teacher(s). Your child's written dismissal plan will be followed unless the school/teacher is notified via phone call or written note from the parent.

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.)

School Day

Recess Breaks

Students at Wayne Early Learning Center 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.

Preschool

1, 30-minute recess

Kindergarten-1st Grades

3, 15-minute recesses

2nd Grade

3, 15-minute recesses

Recess Clothing Guidelines

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. 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. Please understand that temperatures change throughout the day and they may not need a jacket or coat for one recess but they will the next. We suggest to have your child keep a jacket in their locker at school. They will not be allowed to use items from the Lost & Found.

Wind Chill and Temperatures

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

55 degrees 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 & gloves recommended)

0 degrees and below

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

School Day

Playing in the Snow

- If a student has snow gear (boots, snow pants, coat, and gloves) they will be able to play in the snow.
- If a student has boots and 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 areas that are cleared of snow.

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 receive 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.

School Day

Birthdays

Birthdays are celebrated in homerooms through a variety of activities. 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.

Assemblies

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

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.

Change of Information

Should any student move to a new place of residence, the parent must notify the Early Learning Center's office as soon as possible of address, phone number, or job changes. This is to ensure you receive proper school communication and information, as well as have correct contact information in case of emergency.

Emergency Drills

Tornado 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.

Emergency Protocol

Article 3

In Case of Emergency: General 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: <https://facebook.com/waynecommunityschools>

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.

Emergency Protocol

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 – **We appreciate your PATIENCE!**

Thank you for your cooperation in this!

Use of Building and Grounds

Article 4

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.

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.

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. *Our lockers don't lock*

Lockers

All PreK-2 students will be assigned a locker. Students are expected to keep cold lunches, coats/jackets, and belongings 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.

Use of Building and Grounds

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 & 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 of a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
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.

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.

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.

Use of Building and Grounds

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.

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 the school day.

Bicycles and Scooters

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

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.

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.

Use of Building and Grounds

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.

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.

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. **Approved posters will be hung by office personnel. Posters will be removed within 48 hours after the event**

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.

Use of Building and Grounds

Copyright and Fair Use Policy cont.

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.

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.

Grounds and 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.

Traffic will flow one way to the south. Please drive with extreme care and caution.

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 clear from other traffic.
4. Model patience for your children.

Use of Building and Grounds

Student Drop-Off Traffic Flow

The lower lot closest to the ELC is designated for students being dropped off by car. Cars need to pull all the way forward before stopping to have your child/children exit the vehicle. Please do not stop over the crosswalk. This is a one way lot. Please exit to the south.

The top lot will be where buses drop off in the morning. Students will be directed to go to the crosswalk and down to the lower lot to cross on the crosswalk.

Preschool Drop-Off

Preschool parents will park in the bottom lot on the far southwest side. Parents must walk their child into the building using the SOUTH door. A staff member will greet you at the door.

Student Pick-Up Traffic Flow

The bottom lot will be for preschool parents and buses only. This is to ensure the buses are able to enter the lot to pick up students and continue their route to the high school in a safe and timely manner. Buses will arrive at approximately 3:20.

Students being picked up by car will be dismissed at 3:10 and walked up to the top lot for pick-up.

Preschool Pick-Up

Please pick up your child at the SOUTH door at 3:00. 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.

Siblings Meeting Spot

Our ELC students that need to meet up with their siblings in other K-2 grades will use the gym as their meeting spot. The sibling groups will then walk out the east doors and meet their parents outside.

Attendance

Article 5

Attendance Policy & 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.

Attendance & Absences

Circumstances of Absences - Definitions

1. The circumstances for all absences from school will be identified as School Excused or School Unexcused. 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:

i. 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.

ii. Other absences as determined by the principal or the principal's designee.

b. **School Unexcused:** Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

i. 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.

ii. 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.

Attendance

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 (15?)** 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.

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 classroom when the 1st bell rings.

Leaving School or Class

Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose.

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

Please call the office informing them of the reason your child will not be in attendance. (402-833-1450). 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.

Attendance

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.

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.

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.

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 truanies 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

Truancy cont.

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 fifteen (15) 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.

Scholastic Achievement

Article 6

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.

Report Cards

Preschool and Kindergarten will receive TS Gold report cards 3 times a year. 1st & 2nd Grade report cards are issued at the end of each quarter.

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.

Support Services

Article 7

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.

Support Services

Special Education Services

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>.

Students with Disabilities: Section 504

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."

Support Services

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.

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.

Support Services

Guidelines for Administering Medication cont.

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 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.

Support Services

Summary of the School Immunization Rules & Regulations

For the 2025-2026 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 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 7th 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

Support Services

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.

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.

Support Services

Behavior on School Buses

1. **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.
2. **Special Conduct Rules for Riding School Buses**
 - a. Rules for Getting On and Off the Bus
 - i. 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.
 - ii. 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.
 - iii. 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.
 - iv. 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
 - i. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
 - ii. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
 - iii. Talk quietly and use appropriate language.
 - iv. Keep all parts of your body inside the bus.
 - v. Keep your arms, legs and belongings to yourself.
 - vi. No fighting, harassment, bullying, intimidation or horseplay.
 - vii. Do not throw any object.
 - viii. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
 - ix. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
 - x. Do not damage the school bus.
3. **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.
4. **Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures up to the discretion of the principal.

Drugs, Alcohol, and Tobacco

Article 8

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.

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.

Standards of Student Conduct Pertaining to Drugs, Alcohol, & 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:

Drugs, Alcohol, and Tobacco cont.

Standards of Student Conduct Pertaining to Drugs, Alcohol, & Tobacco cont.

1. Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco
2. 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.
3. Possession of any prescription drug in an unlawful fashion.
4. Possession, use, distribution or being under the influence of alcohol.
5. 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.
6. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
7. 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.

Student Conduct Rules

Article 9

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.

Student Discipline

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.

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.

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.

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

Student Discipline cont.

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.

Other Forms of Student Discipline

Other Forms of Student Discipline: Administrative and teaching personnel may take actions regarding student behavior, 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.

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.

1. 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 is subject to discipline and/or restorative practices. The conduct is subject to the consequences 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.
 - a. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 - b. 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.
 - c. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or the involving property, or setting or attempting to set a fire of any magnitude.

Student Conduct Expecations cont.

- d. 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.
- e. 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.
- f. 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.
- g. 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 th abuse of any material used as a stimulant.
- h. Public indecency or sexual conduct.
- i. 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.
- j. 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.
- k. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes.

Student Conduct Expecations cont.

- l. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
- m. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
- n. 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.
- o. 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.
- p. Willfully violating the behavioral expectations for riding school buses or vehicles.
- q. **A student who engages in the following conduct shall result in disciplinary measures up to the discretion of the Principal and Superintendent of the district.**
 - i. 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
 - ii. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
- r. 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

Student Conduct Expectations cont.

device.” The Superintendent may modify disciplinary actions 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:

- i. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- ii. 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.

2. 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 is grounds for consequences to be determined by the building principal.

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).

Student Conduct Expecations cont.

- 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.

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.

Student Conduct Expecations cont.

(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 ones 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.

Student Conduct Expecations cont.

(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 ones own a material portion of the ideas or words of another or to present as ones 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 ones 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.

Student Conduct Expecations cont.

(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. 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.

Student Conduct Expecations cont.

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 school principal. Consequences will be considered insubordination and dealt with by the building principal.

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.

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.

Student Conduct Expecations cont.

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 disciplinary measures will be determined by the Principal based 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.

Student Conduct Expectations cont.

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 parent will be notified.
 - c. 3rd Offense: Student 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, shall result in disciplinary measures up to the discretion of the Principal and Superintendent of the district.
6. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, will be measures up to the discretion of the Principal and Superintendent of the district.
- 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 classrooms 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 in the mornings before school and before the dismissal bell so that others may pass in and out of the entry doors.
 - k. Snow handling is prohibited.

Student Conduct Expecations cont.

7. Network, E-Mail, Internet and Other Computer Use Rules:

General Rules:

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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.

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."

Student Conduct Expecations cont.

- a. 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.
- b. Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
- c. Users shall not use or try to discover another user's account or password.
- d. Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
- e. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- f. Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- g. 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.
- h. 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.
- i. 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.
- j. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- k. 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.

Student Conduct Expecations cont.

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:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- c. Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- d. 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.
- e. All communications and information accessible via the network should be assumed to be private property of others.
- f. Do not place unlawful information on any network system.
- g. Keep paragraphs and messages short and to the point. Focus on one subject per message.
- h. Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- i. Other rules may be established by the network administrators or teachers from time to time.

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, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

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.

Student Conduct Expectations cont.

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.

Student Conduct Expecations cont.

Reporting Student 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.

Extracurricular Activities: Rights, Conduct, Rules & Regulations

Article 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.

Extracurricular Activities cont.

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.

Extracurricular Activities cont.

(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.

3. 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.

4. 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.

5. 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.

6. Distribution 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.

State & Federal Programs

Article 11

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

903 W 7th St

Wayne, NE 68787

(402) 833-1450

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.

State & Federal Programs

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, harassment based on sex; gender equity	Special Education Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act	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 & drug free schools	Elementary Principal

The Coordinator may be contacted at:

611 W. 7th Street
 Wayne, NE 68787
 (402) 375-3150

State & Federal Programs

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.

State & Federal Programs

- 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.

State & Federal Programs

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.

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

State & Federal Programs

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.
4. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

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

State & Federal Programs

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.

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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.

Notice to Parents of Students in Programs Receiving Title 1 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—

1. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
3. 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.

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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—
 1. attain English proficiency;
 2. achieve at high levels within a well-rounded education; and
 3. 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.

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.

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 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."

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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

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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.
4. 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).
5. 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.
9. 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).
12. 6. All above procedures must be completed prior to enrollment or exempt/home school student(s).

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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.

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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.

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained by scanning the QR code or visiting the USDA link: [USDA Link](#)



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A complaint form can also be obtained from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400
Independence Avenue, SW
Washington, D.C. 20250-9410
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

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.

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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).

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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,

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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).

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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.

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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

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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

State & Federal Programs

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.

State & Federal Programs

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.

State & Federal Programs cont.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

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

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Wayne Community Schools based on it being the school of origin, the new school and Wayne Community Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

Wayne Community Schools Expectations

Title I Student/Parent/Teacher Compact

"Learning For Life"

Students Promise:

- Return completed school work on time.
- Be at school on time unless I am sick.
- Be responsible for my own behavior.
- Try my best at all times.
- Respect and cooperate with other students and adults.

Family Promise

- Provide a quiet place/time to do schoolwork and encourage my child to complete homework.
- Ensure my child gets adequate sleep and has a healthy diet.
- Make sure my child is at school on time.
- Communicate and work with teachers and staff to support and challenge my child.

School Promise

- Teach necessary and challenging academic concepts to your child.
- Be aware of the needs of your child.
- Regularly communicate with you on your child's progress.
- Provide high quality curriculum and instruction in a supportive and effective learning environment, to enable children to meet challenging state academic standards.
- Provide a safe, positive learning environment for your child.
- Respect the cultural differences of students and their families.
- Provide high quality curriculum and instruction to your child while being aware of the specific needs of your child.

Signing this demonstrates your willingness and eagerness to participate with us to ensure your child's success:

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Principal Signature: _____ Date: _____

(Please return entire page. A copy will be made and sent home.)

**ADMINISTRATIVE REGULATION 5416
STUDENTS**

Student Fee Waiver

To qualify for Student Fee Waiver the family must meet the federal guidelines to be eligible for the free and reduced lunch. A student does not have to be taking free and reduced lunch; they just have to be eligible to do so.

To receive the Fee Waiver the following steps must be complete (prior to the fee being charged);

Step One – Complete and File with the school district “Free and Reduced Price School Meals Application” form (this form will be mailed out the beginning of the school year and is also available in the school district offices).

Step Two – Complete and File with the school district a “Sharing Information With Other Programs” form (this form will be mailed out the beginning of the school year and is also available in the school district offices).

For those students who qualify, a Fee Waiver can be used for providing a musical instrument.

Student Fees for Curricular Activities

None

Fee waivers are allowed for the students who qualify for free and reduced lunch. The Student Fee Waiver Application must be completed prior to the activity.

Student Fee Waiver Application

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, specialized attire and project materials waived as provided by district policy. All information provided in connection with this application will be kept confidential. This waiver does not carry over from year to year and must be completed annually.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED FOR THE FEE WAIVER APPLICATION TO BE PROCESSED

PLEASE PRINT

Date Completed: _____

Name of Parent or Guardian: _____

Street Address: _____

City, State, Zip Code: _____

Student Name(s)	School Attending	Grade
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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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: _____

STUDENT - PARENT HANDBOOK OF WAYNE ELEMENTARY 2025-2026

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Wayne Community Schools Student-Parent Handbook
2025-2026 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
Brent Pick	brpick1@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@waynebluedevels.org 402-375-3150
Andi Diediker	Principal	Elementary School (3-6)	andiedi1@waynebluedevels.org 402-375-3854
Misty Bear	Special Education Director	All District	mibeair1@waynebluedevels.org 402-833-1450

Section 4 Teaching Staff

Wayne Elementary School

Name	Department	Grades
Carlie Anderson	Special Education	2-4
Kim Anderson	Counselor	K-5
Jack Belt	Language Arts, Math	Sixth Grade
Nichelle Daum	Special Education	5-6
Jean Dorcey	Title	K-6
Staci Foote	Language Arts, Math, Science, Social Studies	Third Grade
Maggie Gubbels	Behavior Specialist	PK-12
Kara Heithold	Speech Therapist	PK-12
Lora Heithold	Heartland Counseling	K-6
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
Rachel Kerby	School Psychologist	PK-12
Paige Kinnaman	Language Arts, Math	Fifth Grade
Christiana Koeppe	General Music/Band	K-6
Jessica McPhillips	Language Arts, Science	Fifth Grade
Susan Metzler	Language Arts, Math, Science, Social Studies	Fourth Grade
Paige Milliken	EL	K-12

Sarah Oltjenbruns	Media Specialist	K-6
Annette Phipps	Language Arts, Science	Sixth Grade
Ben Promes	Technology Director	PK-12
Rylee Shaw	Art and P.E	K-6 Art and 2-6 P.E.
Emily Sims	Language Arts, Math, Science, Social Studies	Third Grade
Tiyah Spaans	Counselor	6-8
Winter Stewart	Language Arts, Math, Science, Social Studies	Fourth Grade
Phylis Trenhaile	Language Arts, Social Studies	Fifth Grade
Rylee Wagner	Language Arts, Social Studies	Sixth Grade
Carrie Wendte	EL	K-6
Alex Wieland	Band	5-6
Carrie Williamson	Language Arts, Math, Science, Social Studies	Fourth Grade
Abby Wragge	Nurse	PK-12

Section 5 Support Staff

Name	Building	Position
???	Elementary	Administrative Assistant
Deb Daum	Jr./Sr. High	Superintendent Assistant
Kurt Daum	All Buildings	Grounds
Diane Peters	Jr./Sr. High	Assistant Bookkeeper
Ben Promes	Jr./Sr. High	Technology Director
Cindy Sherman	Elementary	Administrative Assistant
Darian Stoltenberg	Jr./Sr. High	Business Manager
Teresa Tiedtke	Jr./Sr. High	Food Service Manager
Jordan Widner	All Buildings	Director of Maintenance
Dennis Raulston	All Buildings	Grounds

Section 6 School Calendar

See [2025-2026](#) 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 3 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.

50 – and up

- Clothing Guidelines: Regular dress code applies

36 – 49 degrees

- Clothing Guidelines: Pants and jacket or hooded sweatshirt

0 – 35 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/Kid's Club

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 **fifteen** 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 trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent’s personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such a meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy

problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such a person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

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 3 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 forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

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

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

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

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

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

The School Rules & Regulations are available on the internet: http://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.~~

h. 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.

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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: (833) 256-1665 or (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

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 2025-2026 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 **2025-2026** 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 **2025-2026** 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 29, 2025**. 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 **2025-2026** 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 2025-2026 STUDENT-PARENT HANDBOOK

This signed receipt acknowledges receipt of the 2025-2026 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

Dr. Mark Lenihan, Superintendent
Wayne Community Schools
611 West 7th Street
Wayne, NE 68787



Voluntary Student Accident & Catastrophic Insurance

Enclosed is Wayne Community School's 2025/26 informational packet regarding our voluntary student accident insurance and catastrophic insurance.

Why Schools offer Voluntary Student Accident Insurance:

Each year student injuries are going to happen whether they're on the playground, in P.E. Class, or participating in interscholastic sports. When school districts directly notify families about the voluntary student accident insurance at the beginning of the school year and prior to each sports season, there is now reinforcement that helps support school personnel when dealing with parents/guardians that are upset about their student's injury.

Truthfully, we live in a society where lawsuits are abundant. Having a student accident policy in place and making all families aware of coverage either by email, text, or mailing can only support the school district through the school year.

Catastrophic Insurance:

Catastrophic Insurance is for when a student sustains a significant accidental injury that may result in surgery, immobile movements or accidental death. Coverage for student athletes (Class 1) while practicing/competing in sports is \$3.25 per student. Coverage for all other school activities (Class 2) is \$1.20 per student.

- ❖ As felonious assaults (i.e. Active Shooter) continue to occur within school systems nationwide, please know that Class 2 catastrophic coverage does provide medical benefits in the event that something like that occurs. This includes a \$10,000 (non-deductible) accidental death benefit and a Crisis Management Benefit (\$100 per counseling session, up to 25 sessions within 1 year of a student sustaining an accidental injury).

Signed Applications:

Enclosed you will find 2 applications for our voluntary student accident insurance and catastrophic insurance. If you're interested in this coverage for the upcoming school year, please complete both applications and send it to davidwamberg@gmail.com. If you need assistance, you can contact me at (308) 550-1122.

Once applications are received, I will forward them to Student Assurance Service's main office and a confirmation email will be sent to you along with additional information.

Sincerely,

David Wamberg, Sales Representative
Student Assurance Services, Inc.
Phone: (308) 550-1122
E-mail: davidwamberg@gmail.com

Sonny Heinrich, Director of K-12 Operations
Student Assurance Services, Inc.
Phone: (800) 328-2739
E-mail: sonnyh@sas-mn.com

*Specializing in Accident Coverage for Students while:
Attending School – Playing Interscholastic Sports – Participating in Camps/Rec Programs/Youth Events*

STUDENT ACCIDENT INSURANCE COVERAGE
POLICY GA-2200Ed.11-16(ID)(KS)(LA)(MN)(MT)(NC)(ND)(OH)

Premiums & Coverage Options

One Time Policy Year Premiums

School Time Coverage Grades PK-12 (Does NOT Include Interscholastic Sports Coverage grades 7-12) Protects the student while: a) attending regular school sessions, b) participating in or attending school-sponsored and supervised extracurricular activities, c) traveling directly to and from school for regular school sessions, and while traveling to and from school-sponsored and supervised extracurricular activities in school provided transportation. DOES NOT cover participation in interscholastic sports for students in grades 7-12.	\$16
Full Time Coverage Grades PK-12 (Does NOT Include Interscholastic Sports Coverage grades 7-12) Covers the student 24 hours a day until school starts next year. Includes coverage while at home and school, on weekends and during summer vacation. DOES NOT cover participation in interscholastic sports for students in grades 7-12.	\$99
School Time Coverage Grades PK-12 AND Interscholastic Sports Coverage Grades 7-12 (does not include Football grades 9-12) In addition to School-Time Coverage shown above, includes All Interscholastic Sports Coverage that protects the student while practicing for or competing in school-sponsored and supervised interscholastic sports including travel in school provided transportation for grades 7-12. DOES NOT cover Football for grades 9-12.	\$91
Full Time Coverage Grades PK-12 AND Interscholastic Sports Coverage Grades 7-12 (does not include Football grades 9-12) In addition to the Full-Time Coverage shown above, includes All Interscholastic Sports Coverage that protects the student while practicing or competing in school-sponsored and supervised interscholastic sports including travel in school-provided transportation for grades 7-12. DOES NOT cover Football for grades 9-12.	\$174
Football Coverage Grades 9 - 12 Protects the student while practicing for or competing in school-sponsored and supervised interscholastic football including travel in school-provided transportation for grades 9-12.	\$250
Extended Dental Coverage Grades PK-12 Provides benefits up to a maximum of \$5,000 for any dental injury. Covers the student 24 hours a day until school starts next year. Treatment must begin within 60 days from the date of the injury and must be performed within one year from the date of injury. However, if within the one year period following the date of injury the student's attending dentist certifies that dental treatment and/or replacement must be deferred beyond one year, the policy pays the estimated cost of such deferred treatment, but not to exceed \$200 for each tooth. Benefits for prostheses are limited to \$500 per injury, including procedures performed to install them. Dental prostheses include, but are not limited to: crowns, dentures, bridges, and implants. Extended Dental does not cover treatment for orthodontics, dental disease, or expenses that exceed the dental prosthesis maximum benefit limit.	\$9

The Medical Benefits and Exclusions below apply to the Coverage Options listed above.

MEDICAL BENEFITS (What the Insurance Plan Pays) - When injury covered by the policy results in treatment by a Licensed Physician within 60 days from the date of accident, the Company will pay the Usual and Customary Charges (U&C) incurred for covered services as listed below, for charges actually incurred within one year from the date of injury up to the specified Maximum Medical Benefit of \$50,000 per injury. (In MT and NC benefits are payable after the deductible per injury is satisfied, the deductible is the amount paid or payable for the same injury by Other Valid Coverage)
This policy will pay benefits regardless of Other Valid Coverage if the covered claim expense is less than \$200. If the covered claim expense exceeds \$200, benefits shall be paid first by Other Valid Coverage. (This coverage is excess in KS, and this coverage is primary in MT and NC after deductible, and in ID, IL)

All Amounts Listed Below are Per Injury

PHYSICIAN'S SERVICES

- a) **Surgical Care** (surgeon, assistant surgeon, and anesthesia)80% U&C, up to \$2,500
- b) **Nonsurgical Care** (includes physiotherapy performed other than in a hospital, 1 visit per day).....U&C, up to \$50 per visit, maximum 6 visits

HOSPITAL CARE

- a) **Inpatient Care**
 - 1) **Hospital Semi-Private Room**U&C, up to \$500 per day
 - 2) **Hospital Miscellaneous Services**80% U&C, up to \$2,500
- b) **Outpatient Care**
 - 1) **Facility Charges for Day Surgery**U&C, up to \$2,500
 - 2) **Emergency Room**80% U&C, up to \$500

Note: Benefits for hospital miscellaneous and outpatient care charges are limited to services not scheduled under Medical Benefits.

- X-RAY SERVICES** (includes charges for reading)U&C, up to \$250
- LABORATORY SERVICES**U&C, up to \$250
- DIAGNOSTIC IMAGING** (includes MRI, CT scan, bone scan and charges for reading)U&C, up to \$500
- DENTAL TREATMENT** (in lieu of all other medical benefits; for repair and/or replacement of each sound and natural tooth)U&C, up to \$250 per tooth (In SD, sound and natural is deleted)
- AMBULANCE SERVICES**U&C, up to \$500
- ORTHOPEDIC APPLIANCES** (when prescribed by a physician for healing)U&C, up to \$250
- PRESCRIPTION DRUGS** (take home).....U&C, up to \$250
- REPLACEMENT EYEGLASSES, CONTACT LENSES, HEARING AIDS** (when medical treatment is required for covered injury)U&C, up to \$250
- MOTOR VEHICLE INJURY**Same as any injury, up to \$2,500 (In KS,\$2,500 limit does not apply)

ACCIDENTAL DEATH AND DISMEMBERMENT

When injury covered by this policy results in Accidental Death or Dismemberment within 180 days from the date of accident, the following benefits will be payable.
Loss of Life\$2,500 Loss of an Eye.....\$2,500 Double Dismemberment\$10,000 Single Dismemberment.....\$2,500

The policy contains a provision limiting coverage to the usual and customary charges. This limitation may result in additional out-of-pocket expenses for the insured.
K-1511/1513(2025)



ENROLLMENT FORM FOR STUDENT ACCIDENT INSURANCE

COVERAGE PLANS

One Time Policy Year Premiums

	Full Time Coverage (Does NOT include Interscholastic Sports Coverage)	<input type="checkbox"/> \$ 99
	Full Time Coverage AND Interscholastic Sports Coverage (Does not include Football Grades 9-12)	<input type="checkbox"/> \$174
	School Time Coverage (Does NOT Include Interscholastic Sports Coverage)	<input type="checkbox"/> \$ 16
	School Time Coverage AND Interscholastic Sports Coverage (Does not include Football Grades 9-12)	<input type="checkbox"/> \$ 91
	Football Coverage (Grades 9-12)	<input type="checkbox"/> \$250
	Extended Dental Coverage (Grades PK-12)	<input type="checkbox"/> \$ 9

DO NOT SEND CASH

TOTAL PREMIUM

Make Checks payable to: **STUDENT ASSURANCE SERVICES, INC.**
*Please write student's name on the front of check. **NO REFUNDS**

 ↑ STUDENT'S LAST NAME ↑ (one letter in each box)

STUDENT'S FIRST NAME _____ M.I.

Please Print Address _____

(Street)

(City) (State) (Zip)

Email Address _____

Name of School _____

Name of District _____

Student's Age _____ Grade _____ Phone _____

X _____

CATASTROPHIC ACCIDENT INSURANCE

2025 – 2026 School Year



BENEFIT SUMMARY

- Provides Accident Medical Expense Benefits with a maximum benefit of \$5,000,000 per Insured per Covered Accident. Accident Expense Benefits are payable:
 - (a) after \$25,000 of covered expenses have been incurred within two years after the date of the Covered Accident; and
 - (b) after benefits have been paid under other Health Care Plans; and
 - (c) for Covered Expenses incurred within 10 years from the date of the Covered Accident.
- Provides an Accidental Death benefit of \$10,000, and a Dismemberment benefit of up to \$20,000.

CLASS DESCRIPTION & COVERAGE

- CLASS 1: All student athletes, student managers, student trainers, student coaches, cheerleaders and band members who participate in school sponsored and supervised interscholastic athletic activities.
- CLASS 2: All students, from pre-kindergarten through the twelfth grade, while they are attending regularly scheduled classes and taking part in all school-sponsored and supervised activities including off-season athletic training and conditioning, except interscholastic athletics. (Includes Class 3 students, if Class 2 students are covered under the Policy)
- CLASS 3: All students who participate in all school-sponsored and supervised extracurricular non-athletic activities and clubs.

PREMIUM

- CLASS 1: \$3.25 per student
- CLASS 2: \$1.20 per student
- CLASS 3: \$0.40 per student

100% participation is required - Minimum Policy Premium - \$500.00

HOW TO ENROLL

- Please complete the attached APPLICATION
- Include your check with the APPLICATION made payable to Student Assurance Services, Inc.
- Please send the APPLICATION and check to:

STUDENT ASSURANCE SERVICES, INC.
P.O. BOX 196
STILLWATER, MN 55082-0196

CONTACT INFORMATION

- Marketed by: Student Assurance Services, Inc.
333 North Main Street
P.O. Box 196
Stillwater, MN 55082-0196
Phone (651) 439-7098 – Toll Free 1-800-328-2739
- Underwritten by: Great American Insurance Group
Cincinnati, Ohio 45202

This brochure provides a summary of the coverage to be provided and is not intended to substitute for or duplicate policy provisions. It is subject to the provisions of the policy of insurance to be issued by Great American Insurance Company. You will need to contact us for exact policy language, as well as for any limitations and restrictions that may be applicable. The policy is the only contract between the Policyholder and us. It contains the actual terms, conditions and limits of the coverage to be provided. If there is any conflict between this quote and the policy, the policy will govern in all cases. Acceptance of this quote is contingent upon and subject to the actual terms and conditions of the policy as issued.

Description of Coverage

This plan provides benefits for Covered Expenses incurred for treatment of injuries resulting directly, and independently of all other causes, from a Covered Accident. The Covered Accident must occur while the student is taking part in the activity described in the Covered Activity(ies), or while traveling, via transportation provided by the school, directly to or from an activity as a member of a group supervised by the school.

General Limitations

Benefits are payable only for Covered Losses incurred as a result of participation in Covered Activities.

LIMITATION ON MULTIPLE COVERED ACTIVITIES: If an Insured suffers a Covered Loss while participating in more than one Covered Activity, We will pay only one benefit, the largest benefit unless there is a specific written exception in this Policy. **LIMITATION ON MULTIPLE BENEFITS:** If an Insured can recover benefits under more than one of the Benefits stated in the Schedule, as a result of the same Accident, We will pay only one benefit, the largest benefit.

• **Accident Medical Expense Benefits**

If, as a result of a covered injury, the Insured, requires care and treatment rendered by a doctor, the Company will pay the Usual and customary charges which are deemed medically necessary provided the first expense is incurred no later than 180 days after the date of the Covered Accident. This Benefit is payable subject to the Benefit Maximum per Covered Accident, the Deductible, and the Maximum Benefit Period shown in the Application. The benefit amount for this benefit is payable in excess of any In Force Policy and its applicable deductible. In the event and only in the event of the reduction or exhaustion of the limit of insurance of the In Force Policy solely as the result of actual payment of benefits covered thereunder, this Policy shall pay excess of the reduced limit of insurance of the In Force Policy and its applicable deductible. This Policy shall only pay pursuant to the terms and conditions of this Policy and no other policy. We will pay the Usual and Customary amount, reduced by the payment by any other insurance plan. This Policy will recognize payment by any other insurance plan as reducing or satisfying the deductible amount of this Policy.

• **Accidental Death and Dismemberment Benefit**

If an Insured suffers a loss of life as a result of a Covered Injury, We will pay the applicable amount shown in the Schedule. The death must occur within 365 days of the Covered Injury.

• **Accidental Dismemberment Benefit**

If a Covered Injury to an Insured results in any of the following Covered Losses, We will pay the percentage shown below. The Covered Loss must occur within 365 days of the Covered Accident. The benefit amount is based on the maximum amount shown in the Schedule for the person suffering the Covered Loss.

<u>Covered Loss</u>	<u>Percentage of Maximum Amount</u>	<u>Covered Loss</u>	<u>Percentage of Maximum Amount</u>
Both Hands or Both Feet	100%	Sight of Both Eyes	100%
One Hand or One Foot plus the loss of Sight of One Eye	100%	Speech and Hearing	100%
One Hand; One Foot; or Sight of One Eye	50%	Hearing in One Ear	25%
Thumb and Index Finger of the same Hand	25%		

• For purposes of this Benefit, DEFINITIONS is amended to include the following: Covered Loss means:

- | | |
|--|---|
| 1. For a foot or hand, actual severance through or above the ankle or wrist joint; | 3. Total and permanent loss of sight; |
| 2. For thumb and index finger, complete severance through or above the metacarpophalangeal joint of Both digits; | 4. Total and permanent loss of speech; or |
| | 5. Total and permanent loss of hearing. |

• **General Exclusions** - A loss will not be a Covered Loss if it is caused by, contributed to, or results from:

- | | |
|---|---|
| 1. Sickness, disease, mental infirmity, emotional or psychological trauma, or bacterial or viral infection, or medical or surgical treatment thereof, except for any bacterial infection resulting from an accidental external cut or wound or accidental ingestion of contaminated food; | 9. A covered accident that occurs while on active duty service in the military, naval or air force of any country or international organization. Upon our receipt of proof of service, we will refund any premium paid for this time. Reserve or National Guard active duty training is not excluded, unless it extends beyond 31 days; |
| 2. Suicide, self-destruction, attempted suicide or self-destruction, or intentional self-inflicted injury, while sane or insane; | 10. Travel in any aircraft owned, leased, or controlled by the Policyholder, or any of its subsidiaries or affiliates. An aircraft will be deemed to be "controlled" by the Policyholder if the aircraft may be used as the Policyholder wishes for more than 10 straight days, or more than 15 days in any year; |
| 3. War or any act of war, whether declared or not; | 11. Practice or play in any sports activity, including travel to and from the activity and practice, except as specifically provided in the policy; |
| 4. Commission of, or attempt to commit, a felony, an assault, or other illegal activity; | 12. Aggravation, during a covered activity, of an injury the covered person suffered before participating in that covered activity, unless we receive a written medical release from the covered person's physician; |
| 5. The covered person being legally intoxicated as determined according to the laws of the jurisdiction in which the injury occurred | 13. Participation in covered activities not sponsored by or under the supervision of the Policyholder. |
| 6. The covered person being intoxicated or under the influence of any drugs or narcotics unless administered by or upon the advice of a physician. | 14. The covered person riding or driving in any kind of race. |
| 7. Any loss arising out of terrorism or terrorist acts. | |
| 8. Injury covered by workers' compensation, employer's liability laws, or similar occupational benefits, or while engaging in activity for monetary gain from sources other than the Policyholder; | |

• **Accident Medical Exclusions:** In addition to the General Exclusions stated in the Policy, We will not cover expenses under this additional benefit for:

- | | |
|---|---|
| 1. Pre-existing conditions occurring within the first 12 months of coverage (except as specifically provided by the policy); | 12. Replacement of artificial limbs, eyes, or other prosthetic appliances; |
| 2. Treatment by persons employed or retained by a Policyholder, or by any immediate family member or member of the covered person's household; | 13. Routine physicals, check-ups, routine ob-gyn visits, pap smears, or wellness visits; |
| 3. Pregnancy, childbirth, or miscarriage; | 14. Overuse symptoms including, but not limited to, bursitis, tendonitis, shin splints, stress fractures, heat exhaustion, heat stroke, heat prostration, malfunctions of the heart, embolism, reinjuries or the aggravation thereof, sprains, hernia, strains, muscle tears, or repetitive motion injury, except as specifically provided in the policy; |
| 4. Elective abortion, an abortion for any reason other than to preserve the life of the female upon whom the abortion is performed; | 15. Expenses due to an aggravation or re-injury of a pre-existing condition (except as specifically provided in the policy); |
| 5. Mental and nervous disorders (except as specifically provided in the policy); | 16. Repair or replacement of existing dentures, partial dentures, braces, fixed or removable bridges, or other artificial dental restoration (except as specifically provided in the policy); |
| 6. Damage to or loss of dentures or bridges, or damage to existing orthodontic equipment (except as specifically covered by the policy); | 17. Repair, replacement, examinations for prescriptions, or the fitting of eyeglasses or contact lenses; |
| 7. Elective or cosmetic surgery, except for reconstructive surgery needed as the result of an injury; | 18. Medical expenses and disability for which the covered person is entitled to benefits under any Worker's Compensation Act; |
| 8. Eyeglasses, contact lenses, hearing aids, wheelchairs, braces, appliances, examinations or prescriptions for them, or repair or replacement of artificial limbs, orthopedic braces, or orthotic devices (except as specifically provided in the policy); | 19. Expenses incurred that are in excess of reasonable charges, or expenses that are not medically necessary; or |
| 9. Expenses for which the covered person would not be responsible for in the absence of this policy; | 20. Dental treatment necessitated by sickness, deterioration or disease, for cosmetic, preventive, diagnostic or orthodontic purposes, or by any reason other than an injury. |
| 10. Treatment of injuries that result over a period of time (such as blisters, tennis elbow, etc.), and that are a normal, foreseeable result of participation in the covered activity; | |
| 11. Treatment or service provided by a private duty nurse (except as specifically provided in the policy); | |

• **Definitions**

Accident means a sudden, abrupt, and unexpected event. **Covered Accident** means an accident that occurs directly and independently of all other causes while coverage is in effect for a covered person resulting in a covered loss or injury under the policy for which benefits are payable. **Contributory** means the Insured is required to pay all or a portion of the premium. Whether the benefits are Contributory or Non-Contributory is stated in the Schedule. **Covered Activity** means those activities set out in the Covered Activities section of the schedule of benefits, with respect to which covered persons are provided accident insurance under the policy. **Covered Loss** or **Covered Losses** means an accidental death, dismemberment or other injury covered under the policy. **Covered Person** means an eligible person, who enrolls for coverage, if required, and for whom the required premium is paid. **Eligible Person** means a person in a Class of Eligible Persons, as shown in the schedule of benefits. **Injury** means bodily injury sustained by a covered person caused by a covered accident that:

1. Occurs while this policy is in effect as to the person whose injury is the basis of claim;
2. Occurs while the covered person is participating in a covered activity; and
3. Results directly and independently of all other causes in a covered loss.

Physician means a provider or practitioner who:

1. Is properly licensed or certified to provide care or treatment under the laws of the state where he or she practices;
2. Provides services that are within the scope of his or her license or certificate; and
3. Is neither the covered person nor a member of the covered person's household or an immediate family member.

Schedule of Benefits means the benefits, benefit amounts, terms, limitations and provisions of coverage selected by the Policyholder which is attached to and made a part of this policy. **Spouse** means an adult person with whom the covered person enters into a marriage, civil union, or comparable relationship in a state or nation in which the marriage, civil union or comparable relationship is sanctioned by law and legally valid at the time it is entered into by the parties. **Policy** means the contract issued by us to the Policyholder for the benefit of a covered person.

NEBRASKA SCHOOL DISTRICTS CURRENTLY USING COVERAGE OFFERED BY STUDENT ASSURANCE SERVICES, INC. - 2023-2024

Adams Central	Dundy Co	Litchfield	Raymond Central
Ainsworth	East Butler	Logan View	Red Cloud Comm
Allen Consolidated	Elba	Loomis	Riverside
Alliance	Elgin	Louisville	Rock County
Alma	Elkhorn	Loup City	Sacred Heart (Falls City)
Amherst	Elkhorn Valley	Loup County	Sandhills
Anselmo-Merna	Elm Creek	Lyons-Decatur-Northeast	Santee Comm
Ansley	Elmwood-Murdock	Madison	Sargent
Arapahoe	Elwood	Malcolm	Scottsbluff
Arcadia	Emerson-Hubbard	Maxwell	Scribner-Snyder
Archbishop Bergan High	Fairbury	Maywood	Shelby-Rising City
Arlington	Falls City	McCook	Shelton
Arthur County	Fillmore Central	McCool Junction	Sidney
Ashland-Greenwood	Fort Calhoun	Mead	Silver Lake
Axtell	Freeman	Medicine Valley	South Central
Banner Co	Fremont	Meridian	South Platte
Battle Creek	Friend	Milford	So. Sioux City
Bayard	Fullerton	Minatare	Southern Dist 1
Beatrice	Garden Co Schools	Minden	Southern Valley
Bellevue	Gering	Mitchell	Southwest
Bennington	Gordon-Rushville	Morrill	Springfield-Platteview
Bertrand	Gothenburg	Mullen	St. Francis(Humphrey)
Bloomfield	Hampton	Nebraska Christian(Cent.City)	St. Paul Lutheran (Utica)
Blue Hill	Hartington-Newcastle	Neligh-Oakdale	St. Paul Public
Boone Central	Hay Springs	Newman Grove	Stanton
Boyd County	Hayes Center	Niobrara	Stapleton
Brady	Heartland	Norfolk	Sterling
Bridgeport	Hemingford	Norris	Stuart
Broken Bow	Hershey	North Bend Central	Summerland
Brownell-Talbot	Hitchcock County	Northwest (Grand Is.)	Sumner-Eddyville-Miller
Bruning-Davenport	Holdrege	O'Neill	Superior
Burwell	Holy Family (Lindsay)	Oakland Craig	Sutherland
Callaway	Homer	Ogallala	Syracuse-Dunbar-Avoca
Cambridge	Howells-Dodge	Ord	Tekamah-Herman
Cedar Bluffs	Humboldt-Table Rock	Osceola	Thayer Central
Cedar Catholic Schools	Humphrey	Overton	Theford
Centennial	Hyannis	Palmer	Tri-County
Central City	Johnson Brock	Palmyra	Twin River
Central Valley	Johnson County Central	Pawnee City	Valentine
Centura	Kearney	Paxton	Verdigre
Chadron	Kenesaw	Pender	Wallace
Chambers	Keya Paha County	Perkins County	Wauneta-Palisade
Chase Co Schools	Kimball	Phoenix Academy	Wausa
Christ Lutheran (Juniata)	Lakeview (Columbus)	Pierce	West Holt
Clarkson	Laurel-Concord-Coleridge	Plainview	West Point-Beemer
Cody-Kilgore	Leigh	Pleasanton	Wheeler Central
Cozad	Lewiston	Ponca-Jackson	Wilber-Clatonia
Crawford	Lexington	Potter-Dix	Wilcox-Hildreth
Creek Valley	Leyton	Randolph	Winside
Creighton			Wisner-Pilger
Crete			Wynot
Crofton			Yutan
Cross County			Zion Classical Academy (Hastings)
David City			
Diller-Odell			
Doniphan-Trumbull			
Dorchester			
Douglas County West			



(SEE REVERSE SIDE FOR DISTRICTS COVERED UNDER THE CATASTROPHIC PLAN)

NEBRASKA SCHOOL DISTRICTS CURRENTLY USING CATASTROPHIC COVERAGE OFFERED BY STUDENT ASSURANCE SERVICES, INC. - 2023-2024

Adams Central
Ainsworth
Allen
Alliance
Alma
Amherst
Anselmo-Merna
Ansley-Litchfield
Arapahoe
Archbishop Bergan High
Arlington
Arthur County
Ashland-Greenwood
Axtell
Banner County
Battle Creek-St Johns
Bayard
Beatrice
Bennington
Bertrand
Bloomfield
Blue Hill
Boone Central
Boyd County
Brady
Bridgeport
Broken Bow
Brownell-Talbot
Bruning-Davenport
Burwell
Callaway-Arnold
Cambridge
Cedar Bluffs
Cedar Catholic (Hartington)
Centennial
Central City
Central Valley
Centura
Chadron
Chambers
Chase County
Clarkson
Cody-Kilgore
Cozad
Crawford
Creek Valley
Creighton
Crete
Crofton
Cross County
David City
Diller-O'dell
Doniphan-Trumbull
Dorchester
Douglas County West
Dundy County-Stratton
East Butler
Elba
Elgin
Elkhorn
Elkhorn Valley
Elm Creek
Elmwood-Murdock
Elwood
Emerson-Hubbard
Fairbury
Falls City
Fillmore Central

Ft. Calhoun
Freeman
Fremont Middle
Friend
Fullerton
Garden Co
Gering
Gordon-Rushville
Gothenburg
Hampton
Hartington-Newcastle
Hay Springs
Hayes Center
Heartland
Hemingford
Hershey
Hitchcock County
Holdrege
Holy Family
Homer
Howells-Dodge
Humboldt-Table Rock-Steiner
Humphrey
Hyannis
Johnson Brock
Johnson County
Kenesaw
Kimball
Lakeview (Columbus)
Laurel-Concord-Coleridge
Leigh
Lewiston
Lexington
Leyton
Logan View Jr/Sr High
Loomis
Louisville
Loup City-Arcadia
Loup County-Sargent
Lyons-Decator
Madison
Malcolm
Maxwell
Maywood
McCook
McCool Junction
Mead
Medicine Valley
Meridian
Milford
Minatare
Minden Middle School
Mitchell
Morrill
Mullen
Nebraska Christian
Neligh-Oakdale
Newman Grove

Niobrara-Verdigre
Norfolk Jr High
Norris Middle (Firth)
North Bend Central
Northwest
Oakland Craig
Ogallala
Omaha-Douglas County
Ord
Osceola
Overton
Palmer
Palmyra
Pawnee City
Paxton
Pender
Perkins County
Pierce
Plainview
Pleasanton
Ponca-Jackson
Potter-Dix
Randolph
Raymond Central
Red Cloud
Riverside
Rock County-Keya Paha
Sacred Heart
Sandhills-Thedford
Santee Comm
Scribner-Snyder
Shelby-Rising City
Shelton
Sidney
Silver Lake
South Central
South Platte
South Sioux City
Southern School
Southern Valley
Southwest
St. Francis(Humphrey)
St. Paul Public
Stanton
Stapleton
Sterling
Stuart
Summerland (Clearwater-Orchard-Ewing)
Sumner-Eddyville-Miller
Superior
Sutherland
Syracuse-Dunbar-Avoca
Tekamah-Herman
Thayer Central
Tri County
Twin River
Valentine
Wallace
Walthill
Wauneta-Palisade
Wausa
West Holt
West Point-Beemer
Wheeler Central
Wilber-Clatonia
Wilcox-Hildreth
Winside
Wisner-Pilger
Wynot
Yutan



(SEE REVERSE SIDE FOR DISTRICTS COVERED UNDER THE BASIC PLAN)



Student Injuries Can Happen

Medical Expenses Can Be a Financial Hardship When the Unexpected Occurs

Approved By Your School/School District - Available for All Students PK-12

What is Student Accident Insurance?

- ◆ Coverage that provides financial assistance with your out-of-pocket medical expenses when your student sustains an accidental bodily injury.

Why Consider Student Accident Insurance For Your Student?

- ◆ High Deductible/Copayments to your Family's Primary Health Insurance
- ◆ No Health Insurance for your Student
- ◆ Your Student participates in an interscholastic sport where an unexpected injury is more likely to occur.
- ◆ Your Student is prone to injuries

Coverage Options Available Through Your School

- ◆ School Time Coverage - \$16.00
 - ◆ Interscholastic Sports Coverage (w/School Time-\$91.00 or 24 Hour Coverage-\$174.00)
 - ◆ 24-Hour/Full-Time Coverage - \$99.00
 - ◆ Football Coverage - \$250.00 (Grades 9-12 for the football season)
 - ◆ Extended Dental Coverage - \$9.00
- Premium Paid Once a School Year*

To Enroll Your Student & Review Medical Benefits

Go to: www.sas-mn.com

or scan this QR code with your smart phone to be directed to our website



Please locate "K-12 Students & Parents" on our homepage. Within this division, you will be able to search for your student's school district. Once located, you will have access to the following information:

- ◆ **Purchase Coverage**
(Managed Online or by Printing/Mailing Enrollment Form and premium)
- ◆ **Brochure (English & Spanish)**
(Explains medical benefits, exclusions and coverage options)
- ◆ **Claim Form**
(fillable form when enrolled student sustains injury)

For Questions, Call Student Assurance Services at (800) 328-2739



Specializing in Student Accident Insurance Since 1971.

The above information is just a brief description of Student Assurance Service's student accident insurance. For more information including costs, benefits, effective dates, exclusions, limitations, please refer to www.sas-mn.com Students are able to purchase coverage only if his/her school district is a policyholder with the insurance company



STUDENT ASSURANCE SERVICES, INC.

Specializing in Student Accident Insurance

CATASTROPHIC ACCIDENT COVERAGE

Coverage Description

- ◆ Deductible per injury \$25,000 – Benefits paid by any other insurance, including primary health insurance, and the basic plan coverage that we provide will help satisfy the deductible. (Disappearing Deductible).
- ◆ Medical Benefit Maximum - From \$1,000,000 to \$6,000,000
- ◆ Death and Dismemberment Benefit - \$10,000/\$20,000 (not subject to deductible)
- ◆ Benefit Period – 10 years
- ◆ Catastrophic Cash Benefit – up to \$600,000
- ◆ Excess Provision – Full excess except the following will be paid as primary: IL association non-schools only, CO, ID, MD, ND, NH, NY, and OH)
- ◆ Medical Expense – Benefit Schedule is paid at the Usual and Customary with no sub-limitations except for Crisis Management.
- ◆ Crisis Management Benefit - Counseling sessions are limited to \$100 per session, 25 sessions, within one year of covered accident.

Why Have This Type of Insurance for your Student

- ◆ This plan will provide coverage for all school sponsored and supervised activities, depending on covered class selected.
- ◆ This Plan provides coverage for felonious assault as any other accident, which will include attack by gun (active shooter) or knife. Plan also includes coverage for injuries incurred by students that occur in school provided transportation.
- ◆ The Death or Dismemberment benefit is not subject to the deductible and is payable for any covered class selected.

Important Information On Other Side

Who We Are

- ◆ Student Assurance Services is an agency that specializes in providing Student Accident Insurance to PK-12 Students.
- ◆ We were established in 1971 and have been serving schools for over 45 years.
- ◆ We are located at 333 N. Main Street, PO Box 196, Stillwater MN 55082, Phone 800-328-2739, email info@sas-mn.com

Who Is The Underwriter

- ◆ The Student Accident Catastrophic coverage is underwritten by Great American Insurance Group. Their home office is located in Cincinnati, Ohio 45202. They are rated A+ by A.M. Best.

Claims Administration

All claims and correspondence should be sent to:
Student Assurance Services, PO Box 196, Stillwater, MN 55082, 1-800-328-2739.
Student Assurance Services will administer and process all claims for both the base plan and the catastrophic plan underwritten by Great American Insurance Group. Claims will be seamless. Only one claim form will be needed, and claims covered under both policies will automatically roll to the catastrophic plan.

How to Purchase Coverage

**Contact Student Assurance Services, Inc.
PO Box 196
Stillwater, MN 55082
1-800-328-2730 or your local appointed agent**

Important Information On Other Side



**LIFETIME CATASTROPHIC ACCIDENT
INSURANCE COVERAGE
2024 – 2025**



For Further Information; Please contact:



**Dissinger Reed, A Division of HUB
International
9200 Ward Parkway, Suite 500
Kansas City, MO 64114
Phone (800) 386-9183 Fax (913) 491-0527**

**NEBRASKA SCHOOL ACTIVITIES ASSOCIATION (NSAA)
2024-2025 CATASTROPHIC ACCIDENT INSURANCE
GENERAL SUMMARY**

The Nebraska School Activities Association (NSAA) has purchased excess catastrophic accident insurance for the 2024-2025 school year, effective 08/01/2024. This plan is provided through American Specialty Insurance and Risk Services, of Fort Wayne, Indiana. Coverage is underwritten by Mutual of Omaha Insurance Company in Omaha, Nebraska.

ELIGIBILITY

All student athletes, student managers, student trainers, student cheerleaders and student participants in interscholastic competition and activities.

COVERED EVENT(S)

Eligible insureds are covered while participating in interscholastic competitions and activities governed by the regulations of the state high school athletic/activities authority, including school supervised tryouts, practices and game related activities. Coverage is also provided while traveling in transportation: (a) paid for or reimbursed by the Policyholder/Sponsoring Organization; and (b) proceeding directly to and from and without interruption between approved locations authorized by the Policyholder/Sponsoring Organization.

DESCRIPTION OF COVERAGE

Benefits are payable for Medical Expenses incurred by an Insured following a covered accident subject to: (a) the \$50,000.00 Covered Accident Deductible (it must be satisfied within 24 months from the date of the accident), (b) the Lifetime Maximum Benefit Period and (c) the Maximum Benefit Amount of \$2,000,000.00. Coverage is excess of Other Insurance Plans.

Benefit Highlights include:

1. \$20,000.00 Accidental Death, Dismemberment, Loss of Sight, Speech or Hearing Benefit.
2. \$125,000.00 Combined Home Health Care and Custodial Care Benefit per calendar year.
3. Special Expense Benefit: Includes those reasonable and customary expenses incurred for special items to accommodate the insured person's physical disability or adaptation/modification of the insured person's housing or motor vehicle. All special items, modification or adaptation expenses must be approved by the doctor to be medically necessary and appropriate for the insured person. The benefit maximum is \$100,000.00 during the first ten years following the date of the accident and \$50,000.00 during each ten year period thereafter.
4. \$50,000.00 Adjustment Expense Benefit: Includes those reasonable and customary expenses incurred: (a) for training a member of the Immediate Family to perform Rehabilitative or custodial functions necessary to the care of the insured; (b) for travel expenses for Immediate Family members between their home and the insured's place of treatment; and (c) for lost earnings by the insured's parents, due to and in connection with a covered accident.
5. College Education Benefit: Maximum college education benefit of \$50,000.00. The insured must commence or recommence undergraduate study within 10 years after the date of the covered accident. The College Education Benefit will terminate at the earlier of: a) the date the Insured Person completes the requirements for any undergraduate degree; b) the twentieth (20th) anniversary of the date of the commencement or re-commencement of undergraduate study; and, c) the date the Maximum Aggregate Benefit has been met.
6. Paralysis Benefit: Maximum Benefit Amount of \$20,000.00 if an Insured, as the result of a covered accident, is paralyzed within 60 days of the covered accident, remains paralyzed for twelve months and has been medically diagnosed that the paralysis is permanent.

See the benefit Schedule attached for additional details.

NONDUPLICATION OF BENEFITS. If any item of expense is payable under more than one provision of this policy, payment will be made only under the provision providing the greater benefit.

EXCLUSIONS AND LIMITATIONS

No benefits are payable for:

1. Repetitive Motion Injuries or the aggravation thereof;
2. bacterial infection, except infection of and through a wound accidentally sustained;
3. loss from intentionally self-inflicted injury, suicide while sane or insane;
4. loss from commitment of or an attempt to commit a felony, or engagement in an illegal activity;
5. loss from an act of declared or undeclared war;
6. loss from participation in a riot or insurrection;
7. loss from travel or flight in or descent from any aircraft, unless the Insured is a passenger for authorized group or team travel on a regularly scheduled flight on a commercial airline, or is a passenger on an aircraft chartered solely for the purpose of travel which has a valid airworthiness certificate from the jurisdiction in which operated and which is being operated by a duly licensed pilot;
8. charges which exceed the Allowable Expense;
9. charges incurred for dental work unless the Insured sustains an Injury which results in damage to his or her natural teeth;
10. charges incurred for television, telephone, water pitcher, and other personal convenience items, or expenses for other persons, except as may be specifically provided for elsewhere in this policy;
11. charges incurred for services or supplies not specifically provided for in the policy;
12. charges which would not have been made in the absence of insurance or which the Insured is not legally obligated to pay;
13. charges incurred for cosmetic procedures, unless made Medically Necessary by an Injury;
14. charges incurred for eyeglasses, contact lenses, or hearing aids or for any examination or fitting related to these devices unless made Medically Necessary by an Injury;
15. charges incurred for care, treatment, or service which is not Medically Necessary to the diagnosis or treatment of an Injury;
16. charges incurred for the professional services of a person who either lives with the Insured or is an Immediate Family Member;
17. charges incurred for Experimental or Investigational Drug or Treatment;
18. charges incurred for articles of clothing which are intended for use more than once;
19. routine medical examination and related medical services;
20. charges which are recoverable from any other insurance policy, service contract, Workers' Compensation, or other arrangements of insured or self-insured group coverage;
21. injuries associated with activities or travel outside the United States, unless the Injury occurred as part of an Activity held outside the United States and the treatment is not considered an Experimental or Investigational Drug or Treatment in the United States;
22. Pre-existing Condition;
23. any loss sustained or contracted in consequence of the Insured's being intoxicated or under the influence of any narcotic unless administered on the advice of the Insured's Physician;
24. Injury caused by, attributable to, or resulting from the Insured's Intoxication;
25. Injury caused by, attributable to, or resulting from the Insured's use of a Controlled Substance unless administered on the advice of a Physician and taking the prescribed dosage.

CLAIMS ADMINISTRATION

Claims will be paid by the Mutual of Omaha Special Risk Services Department. The claim procedure is prompt and efficient and there is a toll-free number for schools, parents and providers to use. Each NSAA member school will receive claim forms. When there is a school-related Injury, the school's responsibility is to verify the student's name and the circumstances of the Accident. Once the claim is filed by the parents and/or providers of the service, there is no further school involvement.

Mail the completed claim form to:

**Mutual of Omaha Special Risk Services
P.O. Box 31156
Omaha, NE 68131**

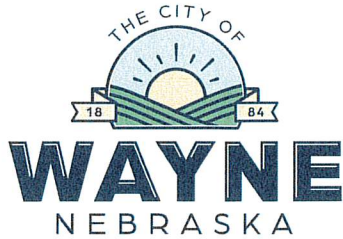
Call our toll-free number with Claim questions: **1-800-524-2324**

The above is a general summary of the insurance. The policy on file with the NSAA contains all of the provisions, exclusions, and qualifications of the insurance benefits. If any discrepancy exists between this summary and the policy, the policy will govern and control the payment of benefits. Copies of the policy are available from the office of the NSAA.

Coverage Underwritten by: Mutual of Omaha Insurance Company; 3300 Mutual of Omaha Plaza, Omaha, NE 68175

ALLOCATED CATASTROPHIC SCHEDULE OF BENEFITS

Covered Accident Deductible:	\$50,000
Eligible medical expenses payable under any other insurance policy or service contract will be used to satisfy or reduce the Covered Accident Deductible.	
Aggregate Limit of Liability:	\$2,000,000
The maximum amount for which We are liable for an Insured Person for all benefits under this plan due to any one Accident.	
Full Excess Medical, Dental, Rehabilitative and Custodial Care Expense Benefits:	
Benefit Percentage	100%
Deductible Establishment Period	24 Months
Maximum Benefit Period	Lifetime from the accident date
Maximum Benefit Amount	\$2,000,000
Maximum for Medically Necessary Hospital Inpatient Services and Supplies	Included in Medical Maximum
Maximum for Confinement in an Extended Care Facility Per Calendar Year	\$365,000
Daily Room And Board Limit For:	
Private Or Semi-Private Room	Average Semi-Private Rate Of Hospital In Which Confined
Intensive Care	Allowable Expense
Combined Home Health and Custodial Care Maximum Benefit per Calendar Year	\$125,000
Treatment Of Mental Or Nervous Disorders	
Doctor Fees (Amount Per Visit / Visits Per Day / Visits Per Calendar Year)	\$90 / 1 / 50
Inpatient Hospital	Up To 45 Days
Spinal Manipulation Benefit Maximum Amount Per Calendar Year	\$1,000
Maximum Outpatient Physical Therapy Benefit Amount per Calendar Year	\$50,000
Physical Therapy includes, but is not limited to: heat treatment, diathermy, microtherm, ultrasonic, adjustment and manipulation.	
Prosthetic Devices Benefit	
Maximum Benefit Amount payable during the first two (2) Years after the covered accident	\$100,000
Maximum Benefit Amount payable for each consecutive ten (10) year period immediately thereafter	\$100,000
	(\$200,000.00 if amputation of the leg above the knee)
Lifetime Maximum Benefit Amount	\$500,000
	(\$750,000.00 If amputation of the leg above the knee)
Accidental Death, Dismemberment, or Loss of Sight, Speech or Hearing Benefit:	
Principal Sum	\$20,000
Loss Establishment Period	180 Days
Loss of Life Due To Heart or Circulatory Malfunctions Benefit:	
Maximum Benefit Amount	\$20,000
Loss Establishment Period	90 Days
Disability Benefit:	
Total Disability Benefit	\$1,500 Per Month
Monthly Gross Earnings Limit for Total Disability	\$2,500 for 6 Months
Total Disability Maximum Period Payable	Lifetime
Partial Disability Benefit Amount	\$750 Per Month
Monthly Gross Earnings Limit for Total Disability	\$2,500 for 6 Months
Partial Disability Maximum Period Payable	Lifetime
Adjustment Expense Benefit:	
Expense For Training Of Family Member Within # Of Months After Covered Accident	\$10,000 / 24
Expense For Travel Per Family Member Within # Of Months After Covered Accident	\$5,000 / 24
% Of Gross Lost Earnings / Not To Exceed Amount Per Week /	
During The Specified # Of Weeks / Within # Of Months After Covered Accident.	75% / \$500 / 30 Weeks / 24
Maximum Lifetime Benefit	\$50,000
Special Expense Benefit:	
Limit During the First 10 Years Following The Date of the Covered Accident	\$100,000
Limit For Each 10 Year Period Thereafter	\$50,000
College Education Benefit	
Loss Establishment Period	10 Years
Maximum Aggregate Benefit	\$50,000
Paralysis Benefit: (Beginning within 60 days of injury, continuing for 12 months and diagnosis of permanence)	
Maximum Principal Sum Amount	Up to \$20,000
Loss Establishment Period	60 days from date of Injury
Paralysis Waiting Period	12 consecutive months



April 11, 2025

Wayne Board of Education
611 W 7th Street
Wayne, NE 68787

To whom it may concern,

Per State Statute 18-2117.02 each authority is required to send out an annual report to the governing body of each county, school district, community college area, educational service unit, and natural resources district whose property taxes are affected by redevelopment projects that are financed in whole or in part through the division of taxes.

Enclosed is the annual TIF report showing redevelopment projects within the City of Wayne.

Sincerely,

A handwritten signature in blue ink, appearing to be "BP".

Beth Porter, Finance Director
City of Wayne

enclosure

**CITY OF WAYNE
TIF PROJECT REPORT 2025**

PROJECT	PROJECT DESCRIPTION	YEAR	2024 BASE VALUE	2024 EXCESS VALUE	2024 TOTAL VALUE	BONDS EXPIRE	PAID IN FULL/MATURED
1 Wisner West	Wayne East gas station	1998				12/31/2013	August 2012
2 Angel Acres							
Angel Acres Proj 30	Lots 17 & 24 Angel Acres Addition	2018	\$ 46,860.00	\$ 469,360.00	\$ 516,220.00	12/31/2028	
Angel Acres Proj 26	Lots 18 & 23 Angel Acres Addition	2015	\$ 46,860.00	\$ 494,075.00	\$ 540,935.00	12/31/2028	
Angel Acres Proj 28	Lot 6 Angel Acres Addition	2017	\$ 23,980.00	\$ 203,090.00	\$ 227,070.00	12/31/2028	
Angel Acres Proj 19	Lots 1, 2, & 3 Angel Acres Addition	2014	\$ 6,510.00	\$ 719,885.00	\$ 726,395.00	12/31/2028	
Angel Acres	Lots 8, 9, 10, 15, 19, and 20 Angel Acres Addition	2021	\$ 406,830.00	\$ 963,060.00	\$ 1,369,890.00	12/31/2028	
Angel Acres Proj 44	Lots 16 & 26 Angel Acres Addition	2024	\$ 48,375.00	\$ 37,850.00	\$ 86,225.00	12/31/2028	
Angel Acres Proj 39	Lot 13 Angel Acres Addition	2024	\$ 24,155.00	\$ 6,730.00	\$ 30,885.00	12/31/2028	
3 Benscoter					\$ -		
Benscoter Develop Proj 12	Lots 12, 14, 15, 16, & 18 Benscoter Addition	2013	\$ 1,740.00	\$ 628,080.00	\$ 629,820.00	12/31/2027	
Benscoter Develop Proj 14	Lot 3 Benscoter Addition	2013	\$ 1,065.00	\$ 205,575.00	\$ 206,640.00	12/31/2027	
Benscoter Develop Proj 6	Lots 8, 9, 10, & 11 Benscoter Addition	2010			\$ -	12/31/2024	December 2024
Benscoter Hsng Proj 23	Lots 1 & 19 Benscoter Addition	2014	\$ 30,225.00	\$ 296,945.00	\$ 327,170.00	12/31/2027	
4 Bomgaars Proj 9	Lot 1 Western Ridge	2012				12/31/2026	October 2023
5 Grainland Estates	Lots 4-15; 2, 3, & 16; Lot 1, 17, 18 Southview II Addition	2018	\$ 127,025.00	\$ 1,815,155.00	\$ 1,942,180.00	12/31/2033	
6 Mid Plains Grain 24	Lot 1 Giese Second Addition	2015	\$ 293,210.00	\$ 752,265.00	\$ 1,045,475.00	12/31/2029	
7 MZRB Proj 15	E 1/2 Lots 10, 11, 12 & 8ft vacated alley , Blk 2 Original Town Wayne	2014	\$ 8,685.00	\$ 406,515.00	\$ 415,200.00	12/31/2028	
8 Progressive Prop Proj 16	Nebraska Street	2014	\$ 22,490.00	\$ 538,415.00	\$ 560,905.00	12/31/2028	
9 Northeast Nebr Inv Proj 10	Motel	2012	\$ 8,970.00	\$ 2,314,780.00	\$ 2,323,750.00	12/31/2027	
10 Progressive Prop Proj 13	Duplex 1st Street	2013	\$ 6,200.00	\$ 166,795.00	\$ 172,995.00	12/31/2027	
11 Progressive Prop Proj 17	10 plex 6th Street	2014	\$ 35,145.00	\$ 473,540.00	\$ 508,685.00	12/31/2028	
12 Sebade Apt Proj 18	E 1/2 Lot 7 and So 40ft of E 1/2 Lot 8, Blk 11 North Addition	2014	\$ 17,590.00	\$ 258,005.00	\$ 275,595.00	12/31/2028	
13 Sebade Housing Proj 29	Wriedt Addition	2017	\$ 32,675.00	\$ 1,059,245.00	\$ 1,091,920.00	12/31/2032	
14 Sebade Housing Apartment Bldg	Lots 1 and 2 Block 7 John Lake's Addition	2021	\$ 28,350.00	\$ 563,710.00	\$ 592,060.00	12/31/2036	
15 The Jug Store Proj 25	Jorgensen Subdivision	2015	\$ 203,050.00	\$ 1,450,155.00	\$ 1,653,205.00	12/31/2029	
16 Wayne Rentals Proj 21	College Hill Addition	2014	\$ 61,930.00	\$ 1,341,675.00	\$ 1,403,605.00	12/31/2028	
17 Western Ridge Dollar General Proj 20	Lot 5A Dollar General	2014				12/31/2028	December 2021
18 Western Ridge							
Western Ridge II Proj 11	Lots 2 & 8 Western Ridge II Addition	2012				12/31/2024	May 2019
Western Ridge II Proj 4	Lots 1, 12, 20, 21, 22, 24, 25, 51, 52, 53, 54 & 55 Western Ridge II Addition	2010				12/31/2024	May 2019
Western Ridge II Proj 5	Lots 3, 6, 7, 11 & 17 Western Ridge II Addition	2010				12/31/2024	May 2019
Western Ridge II Proj 7	Lot 15 Western Ridge II Addition	2011				12/31/2024	May 2019
Western Ridge II Proj 22	Lots 9, 10, 13 & 39 Western Ridge II Addition; Lots 3, 4, 5 & 6 Neihardt; Lot 1 Bressler Court	2014				12/31/2024	May 2019
Western Ridge II Proj 27	Lot 16 WR II Addition; Lot 2 Bressler; Lots 1 & 2 Neihardt; Lots 27-33 Savidge; Lots 4A & 5A Brookdale	2016				12/31/2024	May 2019
19 Windom Ridge Proj 8	Lots 10 & 11 Block 2 John Lake's Addition	2011	\$ 10,860.00	\$ 615,270.00	\$ 626,130.00	12/31/2026	
20 Wayne Crown							
Benscoter Hsng Proj 31	Lot 17 Benscoter Addition	2018	\$ 61,950.00	\$ 109,535.00	\$ 171,485.00	12/31/2033	
TIF Wayne Crown	Lot 12 Benscoter Addition replat 3 and Lot 20 Benscoter Addition Replat 2	2021	\$ 29,625.00	\$ 340,130.00	\$ 369,755.00	12/31/2033	
TIF Wayne Crown	Lot 11 Benscoter Addition PUD Replat 3 and Lot 21 Benscoter Addition PUD Replat 2	2022	\$ 165,045.00	\$ 189,385.00	\$ 354,430.00	12/31/2033	
TIF Wayne Crown	Lots 9 and 10 Benscoter Addition PUD Replat 3, PID's 2895.88 and 2895.89	2024	\$ 220,860.00	\$ 182,040.00	\$ 402,900.00	12/31/2033	
TIF Wayne Crown	Lot 23 Benscoter Addition PUD Replat 2, PID 2895.72	2024	\$ 10,655.00	\$ -	\$ 10,655.00	12/31/2033	
21 Sanctuary Apartments	Lots 1 and 2 Administrative Replat of Lots 7, 8, 9, and 10 Block 8 Crawford and Browns' Addition	2023	\$ 124,280.00	\$ 761,855.00	\$ 886,135.00	12/31/2039	
22 Perry Apartments	Lot 3 Southeast Addition	2024	\$ 112,960.00	\$ 805,000.00	\$ 917,960.00	12/31/2039	
			\$ 2,218,155.00	\$ 18,168,120.00	\$ 20,386,275.00		

Financial implications of TIF on Wayne Community Schools

Total valuation - \$1,338,237,369

Current General Fund/Building Fund Levy = 0.7525

$(\$1,338,237,369/100*0.7525) = \$10,070,236$

Valuation/100 x levy = operating funds

\$500 million in valuation/100x levy = \$5 million

\$500 million valuation = every cent levy produces \$50,000

Current excess TIF value = \$18,168,120 (Prior to the most recent approved project)

$(\$18,168,120/100*0.7525) = \$136,715$ - Current excess TIF value impact

Tax levy/valuation impact on WCS

- TIF value in current assessed value/ levy impact
 - Current excess TIF value = \$136,715

 - Financial impact
 - The annual value TIF impact on our current general fund
 - \$136,715
 - The total cost for a 15 year TIF period
 - \$2,050,725

- Cost to educate a student per average daily membership
 - Per ADM = \$15,407 (most recent available data)
 - State Foundation Aid per pupil = \$1500
 - 10% of total cost per pupil

Financial implications of TIF per 10 students

- \$13,907 per student (\$15,407-\$1500)
- \$139,070

- Financial implications of TIF per 10 students over 15 year TIF period
 - \$2,086,050 (\$139,070*15)

- Financial implications of TIF over a 15 year period to WCS per general fund tax levy
 - \$2,050,725 (\$136,715*15)

- Total combined financial implications to WCS over a 15 year TIF period per 10 students
 - \$4,136,775 (\$2,086,050+\$2,050,725)

School	Breakfast	Lunch	Milk
Wayne	\$1.50 - pk-12	pk-6 - \$2.45 7-12 - \$2.55	\$0.40
Battle Creek	PreK-6 \$1.85	7 PreK-6 - \$2.75 7-12 - \$3.00 Adult - \$4.50	\$0.50
LCC	\$2.30 (K-5)	\$2.4 (K-5) \$3.25 (6-12) \$4.55 (Adult)	\$3.05 (/) \$0.60
Wisner-Pilger	\$1.80 PK-12	PK-6 - \$2.90 7-12 - \$3.00	\$0.40
Pender	\$2.35 (P-12) \$3.00 (Adult)	\$2.75 (P) \$3.00 (K-6) \$3.25 (7-12) \$4.50 (Adult)	\$0.55
Winside	SB \$1.75 AB \$2.50	PK-6 Lunch \$3.10 7-12 Lunch \$3.25 Adult Lunch \$4.25	\$0.45
Pierce	K-6 \$2.75 7-12 \$2.90 Adult \$2.90	K-6 \$3.20 7-12 \$3.40 Adult \$4.80	\$0.40
Ekhorn Valley	PK - \$1.70 K-12 - \$1.80 Adult - \$3.05	Pk - \$1.70 K-6 - \$2.70 7-12 - \$2.90 Adult - \$4.90	\$0.50
Wakefield	PK-12- \$2.00 Adult - \$2.74	PK-6- \$3.00 7-12- \$3.50 Adult- \$4.60 Extra Entree- \$1.25	\$0.40
Stanton	K-6 \$1.95 7-12 \$1.95	K-6 \$2.85 7-12 \$2.85	\$0.60

Adult \$2.40 Adult \$3.90
Extra A la carte item \$1.40

West Point All Students \$2 PK-4 \$3.30 0.5
Reduced 0.30 **5-12 \$3.50**
Adult \$2.65 Reduced .40
Adult \$4.25

2024-25 Quarter 4 Enrollment Numbers					
ELC	<u>57</u>			JUNIOR HIGH	<u>149</u>
Service Students:	20			Seventh Grade:	64
PK3:	17			Eighth Grade:	85
PK4:	20				
				HIGH SCHOOL	<u>317</u>
ELEMENTARY	<u>503</u>			Ninth Grade:	75
Kindergarten:	70			Tenth Grade:	85
First Grade:	68			Eleventh Grade:	92
Second Grade:	59			Twelfth Grade:	65
Third Grade:	77	*capacity			
Fourth Grade:	72				
Fifth Grade:	65				
Sixth Grade:	92	*capacity			

2024-25		
Option In:		73
Option Out:		56
NET OPTION:		17

Elementary	Room	Model		
		207 Viewsonic	IPF7550	
		209 Viewsonic	IPF7550	
		205 Viewsonic	IPF7550	
	Library	Viewsonic	IPF7550	Cart

High School	Room	Model		
	library	Viewsonic	ipf7550	
		303 Viewsonic	IPF7550	
		301 Viewsonic	IPF7550	Cart
		105 Viewsonic	IPF7550	Cart
		109 Viewsonic	IPF7550	Cart
		108 ClearTouch	6065A+	Cart
		107 Viewsonic	IPF7550	Cart
		205 Genee World	70g touch slim fhd	
		206 Viewsonic	IFP7550	
		209 Viewsonic	IFP7550	
	AG Room	Viewsonic	IFP7550	
	outside gym	elo	kiosk?	

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 04/01/2025 to 04/30/2025.

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	-7,303.09	12,254.00	11,768.22	0.00	-6,817.31
1006	ATHLETIC/STRENGTH & CONDITIONING	303.44	0.00	0.00	0.00	303.44
1007	BASEBALL	3,828.88	200.00	671.65	0.00	3,357.23
1009	BOWLING	10,676.48	2,275.00	1,534.50	0.00	11,416.98
1010	BOYS BASKETBALL	362.38	0.00	0.00	0.00	362.38
1011	GIRLS BASKETBALL	1,437.02	0.00	0.00	0.00	1,437.02
1014	JH FOOTBALL	3,338.64	0.00	0.00	0.00	3,338.64
1015	FOOTBALL	12,333.37	0.00	420.00	0.00	11,913.37
1016	BOYS GOLF	1,409.79	0.00	0.00	0.00	1,409.79
1017	GIRLS GOLF	550.92	0.00	0.00	0.00	550.92
1019	SOFTBALL	4,351.04	0.00	0.00	0.00	4,351.04
1020	TRACK/CROSS COUNTRY	13,335.75	1,500.00	750.00	0.00	14,085.75
1023	UNIFIED BOWLING	4,166.10	0.00	0.00	0.00	4,166.10
1025	VOLLEYBALL	7,151.81	0.00	0.00	0.00	7,151.81
1030	WRESTLING	4,725.73	0.00	0.00	0.00	4,725.73
A Totals:		60,668.26	16,229.00	15,144.37	0.00	61,752.89
B CLUBS & ORGANIZATIONS						
1505	ANNUAL	7,477.39	210.00	0.00	0.00	7,687.39
1506	ART CLUB	322.36	0.00	43.25	0.00	279.11
1510	CLOSE-UP	1,064.58	1,407.00	0.00	0.00	2,471.58
1511	FCCLA	4,081.66	550.00	1,517.00	0.00	3,114.66
1512	FFA	13,359.17	1,504.32	2,558.00	0.00	12,305.49
1514	FBLA	8,627.54	0.00	0.00	0.00	8,627.54
1515	JH W.E.B. (WHERE EVERYONE BELONGS)	4,366.93	0.00	0.00	0.00	4,366.93
1521	MOCK TRIAL	3,984.77	0.00	0.00	0.00	3,984.77
1525	NATIONAL HONOR SOCIETY	2,891.33	0.00	0.00	0.00	2,891.33
1528	SCIENCE CLUB	0.00	0.00	0.00	0.00	0.00
1530	ONE WORLD CLUB (FORMERLY SPANISH CLUB)	3,965.72	0.00	0.00	0.00	3,965.72
1535	SPEECH TEAM	386.71	0.00	168.97	0.00	217.74
1540	STUDENT COUNCIL	5,170.54	425.00	164.30	0.00	5,431.24
1545	W CLUB	3,328.90	0.00	0.00	0.00	3,328.90
B Totals:		59,027.60	4,096.32	4,451.52	0.00	58,672.40

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 04/01/2025 to 04/30/2025.

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	0.00	0.00	0.00	0.00	0.00
	2036		CLASS OF 2025	450.00	0.00	0.00	0.00	450.00
	2037		CLASS OF 2026	4,380.28	2,418.00	3,729.83	0.00	3,068.45
	2038		CLASS OF 2027	1,191.60	0.00	0.00	0.00	1,191.60
	2039		Class of 2028	0.00	4,628.00	0.00	0.00	4,628.00
			C Totals:	6,021.88	7,046.00	3,729.83	0.00	9,338.05
D	ACADEMIC CLUBS							
	2505		BAND	2,842.84	193.40	0.00	0.00	3,036.24
	2515		CHOIR	1,543.72	0.00	0.00	0.00	1,543.72
			D Totals:	4,386.56	193.40	0.00	0.00	4,579.96
E	DISTRICT MONIES							
	3010		DRIVERS EDUCATION	0.00	0.00	0.00	0.00	0.00
	3015		DISTRICT ENTRY FEES	-538.34	2,906.34	3,203.00	0.00	-835.00
			E Totals:	-538.34	2,906.34	3,203.00	0.00	-835.00
F	ATHLETIC SUPPORT GROUPS							
	3505		CHEERLEADERS	5,812.60	0.00	0.00	0.00	5,812.60
	3510		CONCESSIONS	24,187.72	6,599.10	5,088.06	0.00	25,698.76
	3515		POPPER FUND	1,395.20	0.00	0.00	0.00	1,395.20
			F Totals:	31,395.52	6,599.10	5,088.06	0.00	32,906.56
H	VOCATIONAL ORGANIZATIONS							
	4505		INDUSTRIAL ARTS	114.51	0.00	0.00	0.00	114.51
	4510		POWER DRIVE PROGRAM	8,523.04	2,665.00	1,260.51	0.00	9,927.53
			H Totals:	8,637.55	2,665.00	1,260.51	0.00	10,042.04
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 04/01/2025 to 04/30/2025.

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		ONE ACTS (formerly Dinner Theater)	956.76	0.00	0.00	0.00	956.76	
	5512		EMPORIUM	3,309.27	0.00	0.00	0.00	3,309.27	
	5515		GRADES K-6	8,685.15	2,965.91	904.09	0.00	10,746.97	
	5517		HAL	134.76	0.00	0.00	0.00	134.76	
	5520		HS LIBRARY	2,733.44	0.00	0.00	0.00	2,733.44	
	5530		MUSICAL	23,362.97	5,939.15	647.88	0.00	28,654.24	
	5535		PADLOCK	81.10	0.00	0.00	0.00	81.10	
	5536		STUDENT ASSISTANCE	3,778.22	0.00	0.00	0.00	3,778.22	
	5537		SPED - TRANSITION (FORMERLY RESOURCE)	3,253.70	0.00	131.60	0.00	3,122.10	
	5538		SIB SHOP	145.64	0.00	0.00	0.00	145.64	
	5540		SPECIAL OLYMPICS	233.85	0.00	0.00	0.00	233.85	
	5544		STAFF SUPPORT SERVICES	27,598.54	821.59	95.39	0.00	28,324.74	
	5545		TAB	21.26	0.00	0.00	0.00	21.26	
	5600		STUDENT FEE FUND	1,012.50	0.00	0.00	0.00	1,012.50	
	5605		STUDENT FEES/CHROMEBOOKS	16,333.56	355.00	0.00	0.00	16,688.56	
J Totals:				91,702.93	10,081.65	1,778.96	0.00	100,005.62	
K MIDDLE GRADES									
	6005		JUNIOR HIGH SCHOOL	517.00	0.00	0.00	0.00	517.00	
	6012		JH SCIENCE	1,648.33	0.00	0.00	0.00	1,648.33	
K Totals:				2,165.33	0.00	0.00	0.00	2,165.33	
WAYNE Activity Totals:				251,174.41	49,816.81	34,656.25	0.00	266,334.97	
<hr/>									
			Begin Balance		Transfers	Receipts	Disbursements	Adjustments	End Balance
			WAYNE Checking:			49,816.81	34,656.25		
			WAYNE Investment:						
			WAYNE Bank Balances:	251,174.41		49,816.81	34,656.25	0.00	266,334.97
<hr/>									
Report Activity Totals:				251,174.41	49,816.81	34,656.25	0.00	266,334.97	

Wayne Public Schools

Rollup Report May 2025 Board Meeting

FUND	FUNCTION	Actuals (Selected)	Adopted Budget	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget
01 - General Fund	011000 - Reg. Inst	\$501,018.90	\$6,474,550.06	\$6,474,550.06	\$4,049,323.13	\$2,635.71	\$2,422,591.22	62.54
01 - General Fund	011250 - Regular Instructional Programs School Age (Flex-Spending)	\$7,445.25	\$69,820.05	\$69,820.05	\$57,634.58	\$0.00	\$12,185.47	82.55
01 - General Fund	011500 - Limited English Proficiency Programs	\$20,963.82	\$235,680.04	\$235,680.04	\$162,466.12	\$0.00	\$73,213.92	68.94
01 - General Fund	011600 - Poverty Programs	\$9,680.75	\$127,500.01	\$127,500.01	\$81,882.21	\$0.00	\$45,617.80	64.22
01 - General Fund	011900 - Early Childhood Educational Programs	\$13,145.03	\$78,600.02	\$78,600.02	\$80,902.17	\$0.00	(\$2,302.15)	102.93
01 - General Fund	012001 - Sped - Administration	\$19,015.90	\$240,212.07	\$240,212.07	\$229,272.17	\$0.00	\$10,939.90	95.45
01 - General Fund	012003 - Sped - Teaching	\$94,458.04	\$1,170,548.21	\$1,170,548.21	\$720,023.12	\$0.00	\$450,525.09	61.51
01 - General Fund	012004 - Sped - Transition	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00
01 - General Fund	012005 - Sped - Barrier removal	\$0.00	\$255,000.00	\$255,000.00	\$63,000.00	\$0.00	\$192,000.00	24.71
01 - General Fund	012910 - Special Education Instructional Programs - Ages 3-5	\$6,119.24	\$0.09	\$0.09	\$42,709.15	\$0.00	(\$42,709.06)	47,454,611.11
01 - General Fund	012950 - Special Education Instructional Programs - Unified Sports	\$0.00	\$4,550.01	\$4,550.01	\$1,166.33	\$0.00	\$3,383.68	25.63
01 - General Fund	013000 - Summer School -Driver Ed	\$0.00	\$20,000.00	\$20,000.00	\$100.00	\$0.00	\$19,900.00	0.50
01 - General Fund	013001 - Summer School - Jump Start	\$0.00	\$17,700.01	\$17,700.01	\$69.98	\$0.00	\$17,630.03	0.40
01 - General Fund	021100 - Attendance and Social Work Services	\$0.00		\$0.00	\$3,245.00	\$0.00	(\$3,245.00)	
01 - General Fund	021200 - Guidance Services	\$17,459.68	\$219,325.05	\$219,325.05	\$135,548.67	\$0.00	\$83,776.38	61.80
01 - General Fund	021300 - Health Services	\$8,013.84	\$72,207.45	\$72,207.45	\$54,121.14	\$0.00	\$18,086.31	74.95
01 - General Fund	021400 - Psychological Services	\$2,112.00	\$17,500.00	\$17,500.00	\$19,008.00	\$0.00	(\$1,508.00)	108.62
01 - General Fund	021410 - Psychological Services - SPED - School Age	\$0.00	\$130,000.00	\$130,000.00	\$43,000.00	\$0.00	\$87,000.00	33.08
01 - General Fund	021510 - Speech Pathology and Audiology Services - SPED - School Age	\$7,270.91	\$137,475.02	\$137,475.02	\$82,919.27	\$0.00	\$54,555.75	60.32
01 - General Fund	021610 - Occupational Therapy-Related Services - SPED - School Age	\$991.25	\$20,000.00	\$20,000.00	\$7,138.75	\$0.00	\$12,861.25	35.69
01 - General Fund	021710 - Physical Therapy-Related Services - SPED - School Age	\$253.75	\$7,500.00	\$7,500.00	\$3,215.00	\$0.00	\$4,285.00	42.87
01 - General Fund	021810 - Visually Impaired or Vision Services - SPED - School Age	\$0.00	\$8,500.01	\$8,500.01	\$0.00	\$0.00	\$8,500.01	0.00
01 - General Fund	021900 - Support Services - Student - Other	\$7,754.67	\$182,201.01	\$182,201.01	\$104,163.17	\$425.00	\$77,612.84	57.17
01 - General Fund	022130 - Instructional Staff Training	\$0.00		\$0.00	\$11,726.04	\$0.00	(\$11,726.04)	
01 - General Fund	022200 - Library or Media Services	\$13,607.84	\$191,140.03	\$191,140.03	\$110,841.69	\$0.00	\$80,298.34	57.99
01 - General Fund	022240 - Educational Television Services	\$0.00	\$15,000.00	\$15,000.00	\$7,114.44	\$0.00	\$7,885.56	47.43
01 - General Fund	022300 - Instruction-Related Technology	\$30,109.58	\$242,167.03	\$242,167.03	\$152,458.98	\$12,562.20	\$77,145.85	62.96
01 - General Fund	023100 - Board of Education	\$5,270.23	\$108,425.00	\$108,425.00	\$54,263.04	\$0.00	\$54,161.96	50.05
01 - General Fund	023200 - Executive Administration	\$25,511.78	\$318,925.01	\$318,925.01	\$204,487.53	\$0.00	\$114,437.48	64.12
01 - General Fund	023300 - District Legal Services	\$2,527.00	\$25,000.00	\$25,000.00	\$20,791.05	\$0.00	\$4,208.95	83.16
01 - General Fund	024100 - Office of the Principal	\$67,389.90	\$822,741.08	\$822,741.08	\$558,422.08	\$0.00	\$264,319.00	67.87
01 - General Fund	024900 - School Administration Other	\$6,081.50	\$73,500.01	\$73,500.01	\$48,811.22	\$0.00	\$24,688.79	66.41
01 - General Fund	025100 - Fiscal Services	\$19,276.76	\$338,140.03	\$338,140.03	\$172,023.07	\$0.00	\$166,116.96	50.87
01 - General Fund	025700 - Personnel Services	\$177.00		\$0.00	\$1,831.00	\$0.00	(\$1,831.00)	
01 - General Fund	025800 - Administrative Technology Service	\$0.00		\$0.00	\$1,600.00	\$0.00	(\$1,600.00)	
01 - General Fund	026100 - Operation of Buildings	\$30,338.47	\$517,500.00	\$517,500.00	\$362,208.86	\$0.00	\$155,291.14	69.99
01 - General Fund	026200 - Maintenance of Buildings	\$42,600.92	\$826,700.02	\$826,700.02	\$528,378.74	\$0.00	\$298,321.28	63.91
01 - General Fund	026300 - Care and Upkeep of Grounds	\$3,349.79	\$55,000.00	\$55,000.00	\$42,013.20	\$95.26	\$12,891.54	76.39
01 - General Fund	026400 - Care and Upkeep of Equipment	\$3,726.29	\$30,000.00	\$30,000.00	\$42,919.23	\$0.00	(\$12,919.23)	143.06
01 - General Fund	026500 - Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles)	\$120.31	\$52,000.00	\$52,000.00	\$7,686.16	\$0.00	\$44,313.84	14.78
01 - General Fund	026600 - Security	\$3,696.00		\$0.00	\$32,208.00	\$0.00	(\$32,208.00)	
01 - General Fund	026700 - Safety	\$0.00		\$0.00	\$1,035.24	\$0.00	(\$1,035.24)	

01 - General Fund	027100 - Vehicle Operation and Purchasing - Regular Education	\$45,115.93	\$569,500.00	\$569,500.00	\$336,317.62	\$0.00	\$233,182.38	59.05
01 - General Fund	027120 - Vehicle Operation and Purchasing - School Age SPED	\$308.74	\$45,830.07	\$45,830.07	\$2,390.22	\$0.00	\$43,439.85	5.22
01 - General Fund	027220 - Monitoring Services - School Age SPED	\$0.00	\$11,770.05	\$11,770.05	\$0.00	\$0.00	\$11,770.05	0.00
01 - General Fund	027300 - Vehicle Servicing and Maintenance - Regular Education	\$131.90	\$16,000.00	\$16,000.00	\$6,553.05	\$0.00	\$9,446.95	40.96
01 - General Fund	027320 - Vehicle Servicing and Maintenance - School Age SPED	\$476.00	\$6,000.00	\$6,000.00	\$3,457.49	\$0.00	\$2,542.51	57.62
01 - General Fund	033000 - Community Services Operations	\$3,576.46	\$33,505.01	\$33,505.01	\$30,695.59	\$0.00	\$2,809.42	91.61
01 - General Fund	035350 - High Ability Learners	\$975.06	\$11,590.00	\$11,590.00	\$6,419.89	\$0.00	\$5,170.11	55.39
01 - General Fund	035400 - State Early Childhood	\$0.00	\$55,550.00	\$55,550.00	\$0.00	\$0.00	\$55,550.00	0.00
01 - General Fund	035510 - Career Education	\$0.00		\$0.00	\$3,326.53	\$0.00	(\$3,326.53)	
01 - General Fund	035990 - Other State Programs	\$333.59		\$0.00	\$3,921.70	\$0.00	(\$3,921.70)	
01 - General Fund	062000 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$11,252.32	\$134,000.00	\$134,000.00	\$89,215.95	\$0.00	\$44,784.05	66.58
01 - General Fund	063100 - Federal Services - Title II, Part A ESSA Supporting Effective Instruction	\$5,219.24	\$33,300.01	\$33,300.01	\$32,816.80	\$0.00	\$483.21	98.55
01 - General Fund	064040 - Federal Services - IDEA Part B (611) Base Allocation - Birth Through Age Four	\$4,105.23	\$129,265.07	\$129,265.07	\$28,340.90	\$0.00	\$100,924.17	21.92
01 - General Fund	064060 - Federal Services - IDEA Preschool (619) Base Allocation	\$0.00	\$0.01	\$0.01	\$0.00	\$0.00	\$0.01	0.00
01 - General Fund	064080 - IDEA Enroll/Pov & IDEA Base Allocation Birth-Age 4	\$0.00		\$0.00	\$111,470.43	\$0.00	(\$111,470.43)	
01 - General Fund	064100 - Federal Services - IDEA Enrollment or Poverty (611)	\$0.00	\$26,800.01	\$26,800.01	\$0.00	\$0.00	\$26,800.01	0.00
01 - General Fund	064120 - Federal Services - IDEA Part B Proportionate Share	\$3,187.00	\$5,000.00	\$5,000.00	\$3,187.00	\$0.00	\$1,813.00	63.74
01 - General Fund	069250 - Federal Services - Title III ESSA - ELL	\$0.00	\$0.01	\$0.01	\$0.00	\$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	\$0.00	\$1,000.00	0.00
01 - General Fund	069970 - CRRSA ESSER II - Elementary and Secondary Emergency Relief II	\$2,333.53		\$0.00	\$2,333.53	\$0.00	(\$2,333.53)	
01 - General Fund	080000 - Transfers (Outgoing)	\$0.00	\$15,000.01	\$15,000.01	\$4,346.00	\$0.00	\$10,654.01	28.97
Sub Total		\$1,046,501.40	\$14,205,217.57	\$14,205,217.57	\$8,966,520.23	\$15,718.17	\$5,222,979.17	

Wayne Public Schools

Cash Summary Report

Accounting Cycle: FY24-25; Beginning Period: Period 08 (04/01/2025 - 04/30/2025) ; Ending Period: Period 08 (04/01/2025 - 04/30/2025) ; Show Prior Year Expense/Encumbrance: No; Prior Year Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: No; Created On: 5/12/2025 10:38:29 AM

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances
01	General Fund	\$5,140,952.89	\$766,313.73	(\$1,046,501.40)	\$0.00	\$4,860,765.22	(\$20,387.77)
02	Depreciation Fund	\$210,437.86	\$657.78	\$0.00	\$0.00	\$211,095.64	\$0.00
03	Employee Benefit Fund	\$12,053.58	\$28.68	\$0.00	\$0.00	\$12,082.26	\$0.00
05	Activity Fund	\$233,525.63	\$0.00	\$0.00	\$0.00	\$233,525.63	\$0.00
06	School Nutrition Fund	\$107,853.41	\$55,224.69	(\$112,907.43)	\$0.00	\$50,170.67	\$0.00
07	Bond Fund	\$961,176.34	\$47,003.03	\$0.00	\$0.00	\$1,008,179.37	\$0.00
08	Special Building Fund	\$5,651,260.66	\$25,093.41	(\$1,236,489.67)	\$0.00	\$4,439,864.40	\$0.00
09	Qualified Capital Fund	\$378,905.28	\$10,196.77	\$0.00	\$0.00	\$389,102.05	\$0.00
Sub Total		\$12,696,165.65	\$904,518.09	(\$2,395,898.50)	\$0.00	\$11,204,785.24	(\$20,387.77)

ar Ending Balance for Beginning Balance: No;

Liabilities	Available
(\$56.17)	\$4,860,765.22
\$0.00	\$211,095.64
\$1,391.07	\$13,473.33
\$0.00	\$233,525.63
\$0.00	\$50,170.67
\$0.00	\$1,008,179.37
\$0.00	\$4,439,864.40
\$0.00	\$389,102.05
\$1,334.90	\$11,206,176.31

Wayne Public Schools

Cash Summary Report

Accounting Cycle: FY24-25; Beginning Period: Period 08 (04/01/2025 - 04/30/2025) ; Ending Period: Period 08 (04/01/2025 - 04/30/2025) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: No; Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: No; Created On: 5/12/2025 10:38:29 AM

Fund	Description	Liabilities (Beginning)	Liabilities (Ending)	Cash Journal Entries	Other Total
01	General Fund	(\$56.17)	\$56.17	\$0.00	\$0.00
02	Depreciation Fund	\$0.00	\$0.00	\$0.00	\$0.00
03	Employee Benefit Fund	\$1,391.07	(\$1,391.07)	\$0.00	\$0.00
05	Activity Fund	\$0.00	\$0.00	\$0.00	\$0.00
06	School Nutrition Fund	\$0.00	\$0.00	\$0.00	\$0.00
07	Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00
08	Special Building Fund	\$0.00	\$0.00	\$0.00	\$0.00
09	Qualified Capital Fund	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total		\$1,334.90	(\$1,334.90)	\$0.00	\$0.00

Nebraska Council of School Administrators

NCSA Bill Summary: LB 645

<i>Sponsor</i>	<i>Priority</i>	<i>Status</i>	<i>Subject</i>
Ballard	Retirement Com	Final Reading	Change provisions relating to the School Retirement Fund

Under LB 645, as amended, the contribution rates would be determined by the current funding ratio on the actuarial value of assets in the School Retirement Fund.

The current funding ratio is 99.91%. Beginning on July 1, 2025, the new system would be based on the most recent previous year as reported in the annual actuarial valuation report, which is released in November of each year.

If the funded ratio is less than 96%

- Employee rate: 9.75%
- Employer rate: 9.85% (101% of the employee rate)
- State rate: 2%

If the funded ratio is 96% or greater and less than 98%

- Employee rate: 8.75%
- Employer rate: 8.84% (101% of the employee rate)
- State rate: .7%

If the funded ratio is 98% or greater and less than 100%

- Employee rate: 8%
- Employer rate: 8.08% (101% of the employee rate)
- State rate: .7%

If the funded ratio is 100% or greater

- Employee rate: 7.25%
- Employer rate: 7.32% (101% of the employee rate)
- State rate: no contribution required