

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consideration have been identified by district staff as no longer needed for instructional or operational purposes, are outdated, nonfunctional, or have been replaced.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

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

Items are:

Ramco Engine Hoist-\$200
2 General Motors Crate Engines-\$200 each
Hydraulic tube bender-\$50
Hydraulic press-\$50
Ramco Hydraulic Press-\$100
Hitachi 12' Miter Saw-\$40
Impulse CO2 Race Car Track-\$75
Hitachi Belt Sander-\$20
Performax 18 ga. Sheet Metal Shears-\$15
Black and Decker Jig Saw-\$10
Bosch Impact Driver with battery-\$25

Motion to declare the listed items as surplus property and authorize their sale through a school-sponsored sale consistent with Board policy governing the disposition of public property passed with a motion by Riewer and a second by Haglund.

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

Yea: 6, Nay: 0

Take appropriate action to declare district vans as surplus.

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

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consideration have been identified by district staff as no longer needed for instructional or operational purposes, are outdated, nonfunctional, or have been replaced.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

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

Items are:

2009 Ford Van
2011 Ford Van

Motion to table the listed items as surplus property and authorize their sale through a school-sponsored silent auction consistent with Board policy governing the disposition of public property until June Meeting passed with a motion by Dorcey and a second by Riewer.

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

Yea: 6, Nay: 0

Hold for discussion and take appropriate action on the Superintendent's and Maintenance Director's recommendation to replace the carpet in 3 classrooms, HS office and tile in FCS classrooms.

Motion to approve the cost of replacing carpet and tile passed with a motion by Lundahl and a second by Dorcey

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

Yea: 6, Nay: 0

Consider, Discuss, and Take Appropriate Action on the Recommendation to Increase Substitute Teacher Pay Rates

Currently, the district pays \$160 for a full day and \$95 for a half day, which is below what neighboring districts will be offering. To remain competitive in attracting and retaining quality substitute teachers, the administration recommends increasing the district's substitute teacher pay rates to match regional rates. Administration proposes moving to a daily rate of \$170 for a full day and \$100 for a half day for the 2026-2027 school year.

Motion to approve the proposed increase in substitute teacher pay rates to \$170 for a full day and \$100 for a half day, effective for the 2026-2027 school year, as recommended by the administration passed with a motion by Dorsey and a second by Driskell.

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

Yea: 6, Nay: 0

Consider, Discuss, and Take Appropriate Action on the Recommendation to Increase Bus Driver Pay Rates

The district is committed to retaining and attracting qualified bus drivers to safely transport students to and from school and activities. After reviewing current rates and considering regional wage comparisons, the administration recommends an increase to the district's bus driver pay rates to remain competitive and recognize the value of this essential service.

Currently, the district pays:

- \$60 per route
- \$20 per hour for activity trips

The administration recommends increasing these rates to:

- \$70 per route
- \$25 per hour for activity trips

These adjustments will better align the district with neighboring schools and help address driver recruitment and retention challenges.

Motion to approve the proposed increase in bus driver pay rates to \$70.00 per route and \$25.00 per hour for activity trips, effective for the 2026-2027 school year, as recommended by the administration passed with a motion by Dorsey and a second by Driskell.

Yea: Dorsey, Driskell, Haglund, Lundahl, Riewer

Abstain: Keagle

Yea: 5, Nay: 0, Abstain: 1

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

- Business & Finance Committee Meeting – June 3 at 3:30pm
- Building, Sites & Transportation Committee Meeting – June 3 at 4:15pm
- Regular Board Meeting – June 15 at 5:30pm

Adjournment

Motion to adjourn the meeting at 6:52pm passed with a motion by Dorsey and a second by Riewer.

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

Yea: 6, Nay: 0

Sherri Lundahl, Board Secretary

Becky Gothier, Recording Secretary

**Wakefield Community School
Board of Education Special Meeting
Thursday, May 21, 2026 12:30 PM**

Posted Locations:

• Wakefield Post Office • BankFirst • Wakefield Republican • School Main Entrance

Posted Date: 05/21/2026

The Board of Education Special Meeting convened in open and public session on Thursday, May 21, 2026 at 12:30 PM in the Room 218 at 802 Highland Street, Wakefield, NE 68784.

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

Opening Procedures

Call to Order

Open Meetings Act

Roll Call

Attendance taken at 12:30 PM:

Present: Josh Dorcey, Dex Driskell, Erik Haglund, Jeffrey Keagle, Sherri Lundahl, Eric Riewer.

Present: 6.

Discussion and Action Items

Discuss, consider and take all necessary action to approve a separation agreement with Matt Farup.

Motion that the board approve the separation agreement with Matt Farup, which will end his employment as the superintendent of schools as of June 30, 2026 passed with a motion by Josh Dorcey and second by Dex Driskell.

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

Yea: 6, Nay: 0

Discuss, consider and take all necessary action to contract with the Nebraska School Boards Association to assist the Board in the process of obtaining an interim superintendent.

Motion that the board engage the Nebraska School Boards Association to assist it in the search for an interim superintendent for the 2026-27 school year passed with a motion by Jeff Keagle and second by Eric Riewer.

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

Yea: 6, Nay: 0

Adjournment

Motion to adjourn the meeting at 12:33pm passed with a motion by Josh Dorcey and second by Dex Driskell.

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

Yea: 6, Nay: 0

Sherri Lundahl, Board Secretary

Becky Gothier, Recording Secretary

**Wakefield Community School
Board of Education Special Meeting
Monday, June 8, 2026 4:00 PM**

Posted Locations:

• Wakefield Post Office • BankFirst • Wakefield Republican • School Main Entrance

Posted Date: 06/04/2026

The Board of Education Special Meeting convened in open and public session on Monday, June 8, 2026 at 4:00 PM in Room 218 at 802 Highland Street, Wakefield, NE 68784.

Opening Procedures

Call to Order

Open Meetings Act

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

Roll Call

Attendance Taken at 4:00 PM:

Present: Josh Dorsey, Dex Driskell, Erik Haglund, Jeffrey Keagle, Sherri Lundahl, Eric Riewer.

Present: 6, **Absent:** 0

Discussion and Action Items

Conduct interviews of interim superintendent candidates

Shari Becker from Nebraska School Board Association explained to those in attendance the process the board committee had gone through to get to today's interviews. Because of the tight time schedule of finding an Interim Superintendent, a lot of candidates were unavailable. NASB talked to 19 candidates. The board committee reviewed 8 potential candidates and narrowed it down to three to interview. The third candidate withdrew because of the distance he lived from Wakefield. The board interviewed Jeff Kruse and Dr. Ted DeTurk.

Discuss and consider result of interim superintendent interviews.

The board felt that both were good candidates with strong budgeting skills and good leadership skills. Mr. Kruse did not wish to be full time and had not been a Superintendent in Nebraska. Dr. DeTurk was willing to be full time, had Nebraska finance knowledge and has experienced a similar EL population as Wakefield.

Review, discuss, and consider additional interview team feedback.

Discuss, consider, and take action to authorize board president to negotiate with superintendent candidate.

Motion to authorize President Jeff Keagle to negotiate with Dr DeTurk on the interim superintendent position passed with a motion by Eric Riewer and second by Erik Haglund.

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

Yea: 6, Nay: 0

Conduct strategy session regarding contract negotiations and to provide board president negotiating guidance (closed session possible).

Shari Becker of NASB reviewed the Interim Superintendent contract with the board. Since Dr. DeTurk had prior personal commitments, she suggested the contract be July 1, 2026 through June 30, 2027, but have a number of day contract. Since the position is expected to be temporary, the contract would not renew unless both parties agreed. If that is the case, KSB would draw up another contract for the renewal. Fringe benefits would include our normal benefits for administrators. However, since the contract would be a certain number of days, there would be no sick or vacation leave. The state requires

all Superintendents to be evaluated twice in the first year, so the board will need to evaluate Dr. DeTurk twice during the 2026-27 school year.

To prevent the needless injury to the reputation of individuals and to protect the public's interest, a motion to entering into closed session at 5:27pm to conduct a strategy session regarding contract negotiations for the interim superintendent position and to provide the board president negotiating guidance passed with a motion by Jeff Keagle and second by Eric Riewer.

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

Yea: 6, Nay: 0

Meeting resumed in open session at 6:19pm

Adjournment

Motion to adjourn the meeting at 6:20pm passes with a motion by Josh Dorcey and second by Eric Riewer.

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

Yea: 6, Nay: 0

Sherri Lundahl, Board Secretary

Becky Gothier, Recording Secretary

Wakefield Community School

Cash Summary Report

Accounting Cycle: FY25-26; Beginning Period: Period 09 (05/01/2026 - 05/31/2026) ; Ending Period: Period 09 (05/01/2026 - 05/31/2026) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: No; Include Transactions after the Last Period: None; Exclude Closing Entries: Yes; Include Unposted Transactions: No; Created On: 6/13/2026 8:24:11 AM

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances	Liabilities	Available
01	General Fund	\$1,832,602.31	\$2,380,460.68	(\$765,151.02)	\$0.00	\$3,447,911.97	(\$118,209.64)	\$0.00	\$3,329,702.33
02	Depreciation Fund	\$329,541.97	\$549.16	\$0.00	\$0.00	\$330,091.13	\$0.00	\$0.00	\$330,091.13
03	Employee Benefit Fund	\$78,661.47	\$129.80	(\$970.38)	\$0.00	\$77,820.89	\$0.00	\$0.00	\$77,820.89
05	Activity Fund	\$31,914.21	\$7,781.19	(\$11,415.90)	\$0.00	\$28,279.50	\$0.00	\$0.00	\$28,279.50
06	School Nutrition Fund	\$17,091.00	\$31,590.79	(\$56,935.75)	\$0.00	(\$8,253.96)	\$0.00	\$0.00	(\$8,253.96)
07	Bond Fund	\$31,897.95	\$44.35	\$0.00	\$0.00	\$31,942.30	\$0.00	\$0.00	\$31,942.30
08	Special Building Fund	\$660,859.75	\$74,787.47	\$0.00	\$0.00	\$735,647.22	\$0.00	\$0.00	\$735,647.22
09	QCPUF Fund	\$2,899.44	\$14.97	\$0.00	\$0.00	\$2,914.41	\$0.00	\$0.00	\$2,914.41
11	Interim Fund	\$3,989.93	\$3,092.57	(\$353.00)	\$0.00	\$6,729.50	\$0.00	\$0.00	\$6,729.50
Sub Total		\$2,989,458.03	\$2,498,450.98	(\$834,826.05)	\$0.00	\$4,653,082.96	(\$118,209.64)	\$0.00	\$4,534,873.32

Wakefield Community School

Budget Report - May 2026

FUNCTION	May Expenses	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget Remaining
01100 - Regular Instruction	\$331,050.35	4,199,600.00	\$2,753,386.01	\$34,793.91	\$1,411,420.08	33.61%
01150 - Limited English Proficiency Programs	\$31,640.85	397,150.00	\$286,834.12	\$8,145.32	\$102,170.56	25.73%
01160 - Poverty Programs	\$26,880.18	311,040.00	\$242,282.77	\$0.00	\$68,757.23	22.11%
01190 - Early Childhood Educational Programs	\$11,596.38	85,810.00	\$90,214.07	\$1,106.00	(\$5,510.07)	-6.42%
01200 - Special Education Instructional Programs - School Age	\$99,883.18	1,070,000.00	\$672,314.68	\$1,069.62	\$396,615.70	37.07%
01300 - Summer School	\$0.00	6,400.00	\$72.27	\$0.00	\$6,327.73	98.87%
02120 - Guidance Services	\$16,067.20	302,700.00	\$136,195.06	\$0.00	\$166,504.94	55.01%
02130 - Health Services	\$7,904.94	92,000.00	\$67,596.48	\$1,471.55	\$22,931.97	24.93%
02141 - Psychological Services - SPED - School Age	\$9,628.81	127,100.00	(\$9,651.79)	\$2,315.00	\$134,436.79	105.77%
02151 - Speech Pathology and Audiology Services - SPED - School Age	\$27,325.00	117,900.00	\$80,625.00	\$0.00	\$37,275.00	31.62%
02161 - Occupational Therapy-Related Services - SPED - School Age	\$9,393.62	30,000.00	\$22,280.60	\$0.00	\$7,719.40	25.73%
02171 - Physical Therapy-Related Services - SPED - School Age	\$4,821.25	10,000.00	\$11,190.93	\$0.00	(\$1,190.93)	-11.91%
02181 - Visually Impaired or Vision Services - SPED - School Age	\$350.00		\$350.00	\$0.00	(\$350.00)	
02190 - Support Services - Student - Other	\$875.84	22,600.00	\$6,644.62	\$406.99	\$15,548.39	68.80%
02220 - Library or Media Services	\$7,879.57	74,400.00	\$65,754.34	\$57.52	\$8,588.14	11.54%
02290 - Other Support Services - Instructional Staff	\$0.00	6,600.00	\$9,141.49	\$0.00	(\$2,541.49)	-38.51%
02310 - Board of Education	\$1,371.39	140,000.00	\$97,737.31	\$0.00	\$42,262.69	30.19%
02320 - Executive Administration	\$9,975.03	115,000.00	\$91,634.26	\$0.00	\$23,365.74	20.32%
02330 - District Legal Services	\$5,521.50	25,000.00	\$13,981.00	\$0.00	\$11,019.00	44.08%
02410 - Office of the Principal	\$32,896.84	411,250.00	\$292,744.40	\$1,425.88	\$117,079.72	28.47%
02490 - School Administration Other	\$1,387.65	21,760.00	\$12,928.85	\$0.00	\$8,831.15	40.58%
02510 - Fiscal Services	\$12,655.40	250,000.00	\$128,058.48	\$0.00	\$121,941.52	48.78%
02570 - Personnel Services	\$0.00	6,500.00	\$4,287.49	\$0.00	\$2,212.51	34.04%
02580 - Administrative Technology Service	\$10,076.13	223,500.00	\$153,491.38	\$28,567.85	\$41,440.77	18.54%
02610 - Operation of Buildings	\$35,242.71	690,100.00	\$381,313.02	\$6,000.00	\$302,786.98	43.88%
02630 - Care and Upkeep of Grounds	\$972.21	85,000.00	\$39,227.64	\$0.00	\$45,772.36	53.85%
02660 - Security	\$0.00	100,000.00	\$51,536.72	\$0.00	\$48,463.28	48.46%
02670 - Safety	\$9,300.00	4,000.00	\$13,000.26	\$0.00	(\$9,000.26)	-225.01%
02710 - Vehicle Operation and Purchasing - Regular Education	\$16,926.39	201,600.00	\$213,928.40	\$0.00	(\$12,328.40)	-6.12%
02712 - Vehicle Operation and Purchasing - School Age SPED	\$4,221.89	85,000.00	\$28,898.82	\$0.00	\$56,101.18	66.00%
02730 - Vehicle Servicing and Maintenance - Regular Education	\$2,017.99	68,500.00	\$46,428.70	\$0.00	\$22,071.30	32.22%
02732 - Vehicle Servicing and Maintenance - School Age SPED	\$0.00	1,000.00	\$142.98	\$0.00	\$857.02	85.70%
03400 - Categorical Grants from Corporations and Other Private Interests	\$589.80	12,000.00	\$5,308.73	\$0.00	\$6,691.27	55.76%
03535 - High Ability Learners	\$935.72	7,500.00	\$7,221.79	\$0.00	\$278.21	3.71%
06200 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$16,191.80	154,500.00	\$111,158.29	\$0.00	\$43,341.71	28.05%
06406 - Federal Services - IDEA Preschool (619) Base Allocation	\$0.00	740.00	\$909.00	\$0.00	(\$169.00)	-22.84%
06408 - IDEA Part B Base & Enrollment Poverty Allocation	\$13,500.00	226,500.00	\$187,555.98	\$0.00	\$38,944.02	17.19%

FUNCTION	May Expenses	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget Remaining
06700 - Federal Services - Federal Vocational and Applied Technology Education (Carl Perkins)	\$1,383.72	0.00	\$13,048.01	\$0.00	(\$13,048.01)	#DIV/0!
06925 - Federal Services - Title III ESSA - ELL	\$4,687.68	26,650.00	\$24,969.00	\$0.00	\$1,681.00	6.31%
06926 - Federal Services - Title III ESSA - Immigrant	\$0.00	7,900.00	\$360.41	\$0.00	\$7,539.59	95.44%
06992 - Federal Services - REAP	\$0.00	52,000.00	\$12,560.10	\$32,850.00	\$6,589.90	12.67%
08000 - Fund Transfers	\$0.00	350,000.00	\$0.00	\$0.00	\$350,000.00	100.00%
2025-26 General Fund Grand Total	\$765,151.02	\$10,119,300.00	\$6,367,661.67	\$118,209.64	\$3,633,428.69	35.91%
2024-25 General Fund Grand Total	\$677,887.10	\$10,109,900.00	\$6,600,328.61	\$152,532.54	\$3,357,038.85	33.21%
2023-24 General Fund Grand Total	\$850,509.32	\$9,527,308.00	\$6,588,708.23	\$164,014.35	\$2,774,585.42	29.12%

Receipt History

Detail report. Sorted by Site, Receipt Number.

From 05/01/2026 to 05/31/2026.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Receipt Description	Amount	Sales Tax	Amount
Activity ID	Activity Name		Fee Name & Student ID				Tax Amount		
Tax Name			Tax Activity		Tax Rate %				
Total For 002446:									788.25
002447	05/14/2026				JH Track Wakefield Invite	JH Track Wakefield Invite Wisner			
175	GEN ATHLETICS						150.00	0.00	150.00
Total For 002447:									150.00
002448	05/14/2026				JH Track Wakefield Invite	JH Track Wakefield Invite Neligh			
175	GEN ATHLETICS						150.00	0.00	150.00
Total For 002448:									150.00
002449	05/15/2026				JH Track Meet	JH Track Meet Concessions			
400	CONCESSIONS						147.00	0.00	147.00
Total For 002449:									147.00
002450	05/15/2026				FCCLA 26 TTI	FCCLA 26 TTI			
330	FCCLA						200.00	0.00	200.00
Total For 002450:									200.00
002451	05/18/2026				Spike N Splash Volleyball	Spike N Splash Volleyball 2026			
110	VOLLEYBALL						525.00	0.00	525.00
Total For 002451:									525.00
002452	05/18/2026				Trojan Zone	Trojan Zone			
355	TROJAN ZONE						2,232.00	0.00	2,232.00
Total For 002452:									2,232.00
002453	05/18/2026				Yearbook 25/26	Yearbook 25/26			
320	ANNUAL						25.00	0.00	25.00
Total For 002453:									25.00
002454	05/18/2026				Lost Volleyball Uniform	Lost Volleyball Uniform Payment			
160	NEW UNIFORMS						25.00	0.00	25.00
Total For 002454:									25.00
002455	05/18/2026				EHC Art Show Host Fee	EHC Art Show Host Fee			
346	ART CLUB						100.00	0.00	100.00
Total For 002455:									100.00
002456	05/18/2026				Winnebago Golf Fee	Winnebago Golf Fee 5.12.26			
175	GEN ATHLETICS						75.00	0.00	75.00
Total For 002456:									75.00
002457	05/18/2026				GACC Golf Fee 5.12.26	GACC Golf Fee 5.12.26			
175	GEN ATHLETICS						75.00	0.00	75.00
Total For 002457:									75.00
002458	05/18/2026				LCC Golf Fee 5.12.26	LCC Golf Fee 5.12.26			
175	GEN ATHLETICS						105.00	0.00	105.00
Total For 002458:									105.00
002459	05/22/2026				State Track Shirt Credit	State Track Shirt Credit Stadium			
175	GEN ATHLETICS						112.81	0.00	112.81
Total For 002459:									112.81
002460	05/22/2026				Pop Credit from Pepsi	Pop Credit from Pepsi			
400	CONCESSIONS						645.40	0.00	645.40

Receipt History

Detail report. Sorted by Site, Receipt Number.

From 05/01/2026 to 05/31/2026.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Receipt Description		
Activity ID	Activity Name		Fee Name & Student ID			Amount	Sales Tax	Amount
Tax Name	Tax Activity			Tax Rate %		Tax Amount		
						Total For 002460:		645.40
002462	05/29/2026				Checking Interest	Checking Interest		
505	CHECKING INTEREST					11.13	0.00	11.13
						Total For 002462:		11.13
						Site Total		7,781.19
						Report Total		7,781.19

Check Summary

Sorted by Activity ID, Site ID.
From 05/01/2026 to 05/31/2026.

Activity ID Site ID	Activity Name Site Name		Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
100	FOOTBALL							
WCS	Wakefield Community School							
014106	Cleared	05/26/2026	VISA			47054243	Pizza Ranch	302.94
Total:								\$ 302.94
110	VOLLEYBALL							
WCS	Wakefield Community School							
014103	Printed	05/18/2026	Valentine High School			July1/2SSVB	Spike n Splash Wakefield Fee	250.00
Total:								\$ 250.00
175	GEN ATHLETICS							
WCS	Wakefield Community School							
014079	Cleared	05/01/2026	Norfolk Catholic			May7thTRACK	Norfolk Track Invite Wakefield Fee	180.00
014080	Cleared	05/01/2026	Wayne High School			MAY5JHTRAC K	Wayne JH Track Wakefield Fee	150.00
014081	Cleared	05/04/2026	Pierce Public Schools			JHTRACK	April 30 JH Track Wakefield Fee	295.00
014082	Printed	05/05/2026	Winnebago Public School			JHWRES	JH Wrestling Wakefield Fee	125.00
014085	Cleared	05/05/2026	Amazon			17cwxcdglpdfx	Cheer Bows Trojan Zone	33.98
014086	Cleared	05/06/2026	Hartington-Newcastle Public School			DISTTRK26	District Track Wakefield Entry Fee	100.00
014088	Cleared	05/08/2026	Hartington-Newcastle Public School			JHTRACK226	Timing System	525.00
014089	Cleared	05/08/2026	Cody Stappert			JHTRACK2226	Running Athletic Net	275.00
014090	Cleared	05/08/2026	Russ Flamig			JHTRACK2266	Starter JH Track	500.00
014091	Cleared	05/08/2026	Wayne High School			7AprilHSTk	4/7 Wayne Track Fee, Wakefield	175.00
014092	Cleared	05/08/2026	MRG HAUFF			197829	Engraved Name Plate	10.00
014096	Cleared	05/11/2026	Battle Creek High School			DISTRK26	Wakefield Golf Fee Battle Creek	50.00
014098	Cleared	05/14/2026	Laurel-Concord Public School			42226JHTRAC K	LCC JH Track invite Wakefield Fee	150.00
014101	Cleared	05/15/2026	MRG HAUFF			189180	FB Helmet Reconditioning	2,130.70
014102	Cleared	05/15/2026	Wakefield Concessions			JHTRACKCONJH	Track Meet Concessions Vouchers	147.00
014104	Cleared	05/18/2026	MRG HAUFF			189814	Order #189814	698.65
014105	Printed	05/26/2026	Fort Calhoun High School			121226GWR	Girls Wrestling Fee	185.00
014106	Cleared	05/26/2026	VISA			47054243	Pizza Ranch	149.65
Total:								\$ 5,879.98
315	FBLA							
WCS	Wakefield Community School							
014106	Cleared	05/26/2026	VISA			47054243	Pizza Ranch	968.92
Total:								\$ 968.92
345	ONE ACT							
WCS	Wakefield Community School							
014106	Cleared	05/26/2026	VISA			47054243	Pizza Ranch	355.08
Total:								\$ 355.08

Check Summary

Sorted by Activity ID, Site ID.
From 05/01/2026 to 05/31/2026.

Activity ID Site ID	Activity Name Site Name		Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
346	ART CLUB							
WCS	Wakefield Community School							
014106	Cleared	05/26/2026	VISA			47054243	Pizza Ranch	379.36
Total:								\$ 379.36
355	TROJAN ZONE							
WCS	Wakefield Community School							
014083	Cleared	05/05/2026	A to Z Designs			SPRSPRI26	Trojan Zone and Spring Sprints	205.56
014085	Cleared	05/05/2026	Amazon			17cwxcdglpdfx	Cheer Bows Trojan Zone	16.98
014094	Cleared	05/11/2026	Stadium Sports			69441	Ball Caps	192.00
014099	Cleared	05/14/2026	A to Z Designs			72714560	Apparel	27.31
Total:								\$ 441.85
400	CONCESSIONS							
WCS	Wakefield Community School							
014095	Cleared	05/11/2026	Pac N Save			04260012	Concessions Wakefield Track Invite	149.87
014097	Cleared	05/14/2026	Pac N Save			11MAY2026	Concessions JH Track Meet	61.47
Total:								\$ 211.34
577	STATE TOURNAMENTS							
WCS	Wakefield Community School							
014087	Void	06/01/2026	Grafton & Associates PC			NLC2625	4220 Registration Wakefield	120.00
Total:								\$ 120.00
578	SKILLS USA							
WCS	Wakefield Community School							
014084	Cleared	05/05/2026	City of Wakefield			00497	Skills USA Firework Permit	150.00
014106	Cleared	05/26/2026	VISA			47054243	Pizza Ranch	138.87
Total:								\$ 288.87
582	CLASS OF 2026							
WCS	Wakefield Community School							
014093	Cleared	05/11/2026	Lazy Acres Decor			358	Senior Graduation Flowers 2026	574.25
014106	Cleared	05/26/2026	VISA			47054243	Pizza Ranch	1,600.25
Total:								\$ 2,174.50
OWORLDC	ONE WORLD CLUB							
WCS	Wakefield Community School							
014095	Cleared	05/11/2026	Pac N Save			04260012	Concessions Wakefield Track Invite	43.06
Total:								\$ 43.06
Report Total :								11,415.90

Wakefield Community School

Check Payments By Fund Report

Accounting Cycle: FY25-26; Begin Date: 06/14/2026; End Date: 06/14/2026; Display Element Description: BUILDING; Check Type: Warrants; Sort By Element: FUND; Account Expression: [All]; Created On: 6/14/2026 1:49:48 PM

Sorted By	Value	Description		
FUND	01	General Fund		
Check Number	Check Date	Payee	Reason	Amount
10710	5/26/2026	IKEA	Classroom Storage	\$419.58
		IKEA Total		\$419.58
	5/26/2026	Century Link	Phone Service	\$459.23
	5/26/2026	Century Link	BB Phone/Internet	\$118.19
		Century Link Total		\$577.42
	5/26/2026	VISA	Conf Meal - Texas Roadhouse	\$152.90
	5/26/2026	VISA	Cardstock	\$149.52
	5/26/2026	VISA	NHS Classic Certificates Package 25	\$25.00
	5/26/2026	VISA	NHS Membership Card and Pin Set for Studnets	\$85.00
	5/26/2026	VISA	Shipping	\$24.81
	5/26/2026	VISA	Supplemental Curriculum	\$100.00
	5/26/2026	VISA	Supplemental Curriculum - THansen	\$150.00
	5/26/2026	VISA	Workroom Forks	\$18.68
	5/26/2026	VISA	Sennelier La Carte Pastel Card (Earth)	\$21.06
	5/26/2026	VISA	Sennelier La Carte Pastel Card (light green)	\$32.01
	5/26/2026	VISA	Sennelier La Carte Pastel Card (Sienna)	\$32.01
	5/26/2026	VISA	Sennelier Oil Pastel Set (72 Colors)	\$210.00
	5/26/2026	VISA	Sharpie Ultimate Packs (115 Colors)	\$84.91
	5/26/2026	VISA	Strathmore 400 Series Marker Pad (18x24)	\$30.89
	5/26/2026	VISA	Sennelier La Carte Pastel Card (Dark Gray)	\$21.06
	5/26/2026	VISA	Royal & Langnickel Big Kid's 24 Piece Value Set (Specialty)	\$42.90
	5/26/2026	VISA	Royal & Langnickel Ceramic Classroom Brush Assortment	\$137.45
	5/26/2026	VISA	Sakura Gelly Roll Opaque White Pens (Set of 3)	\$31.32
	5/26/2026	VISA	Sakura Pigma Micron Pen Sets (Set of 8)	\$95.04
	5/26/2026	VISA	Saral Wax Free Transfer Paper (White)	\$39.21
	5/26/2026	VISA	Sennelier La Carte Pastel Card (Dark Blue Gray)	\$32.01
	5/26/2026	VISA	Prismacolor Premier Art Marker Set (Set B 72 Colors)	\$212.48
	5/26/2026	VISA	Rembrandt Soft Pastels (45 Assorted)	\$83.09
	5/26/2026	VISA	Richeson Disposable Cups (pkg of 1000)	\$85.08
	5/26/2026	VISA	Richeson Student Wood Chisel Set	\$44.82
	5/26/2026	VISA	Royal & Langnickel Big Kid's 24 Piece Value Set (Flat)	\$42.90
	5/26/2026	VISA	Royal & Langnickel Big Kid's 24 Piece Value Set (Round)	\$42.90
	5/26/2026	VISA	Kiss-Off Stain Remover	\$17.34
	5/26/2026	VISA	Marabu Fineliner Graphix Pen Set (24 Color Hypnotize Set)	\$59.98
	5/26/2026	VISA	Marabu Fineliner Graphix Pen Sets (12 Color Supreme Set)	\$15.99
	5/26/2026	VISA	Paper Mate Flair Pen (Black)	\$48.96
	5/26/2026	VISA	Pilot Precise V5/V7 Retractable Pens (Set of 8)	\$144.84
	5/26/2026	VISA	Prismacolor Premier Art Marker Set (Set A 72 Colors)	\$179.99
	5/26/2026	VISA	Derwent Charcoal Pencils (Dark)	\$99.84
	5/26/2026	VISA	Elmer's Washable Disappearing Purple Glue Sticks (30 Pack)	\$13.76
	5/26/2026	VISA	Expo Low Oder Dry Erase Markers (Pkg of 16)	\$37.14

Check Number	Check Date	Payee	Reason	Amount
	5/26/2026	VISA	Gray Paper Stumps Class Pack	\$203.85
	5/26/2026	VISA	Kemper Clean Up Tool	\$14.43
	5/26/2026	VISA	Kemper Straight Needle Tool	\$26.40
	5/26/2026	VISA	Blick White Sulphite Drawing Paper (18x24)	\$17.41
	5/26/2026	VISA	Blick White Sulphite Drawing Paper (80lb) 500 sheet ream	\$190.56
	5/26/2026	VISA	Conte a Paris Sketching Pencil (4B)	\$74.52
	5/26/2026	VISA	Conte a Paris Sketching Pencil (6B) Graphite	\$74.52
	5/26/2026	VISA	Crayola Classic Marker Classpack (256 Piece Broad Tip)	\$59.99
	5/26/2026	VISA	Crescent Decorative Matboard (Smooth Black) 32x40	\$274.50
	5/26/2026	VISA	Blick Essential Gloss Glaze (Fruit Punch)	\$42.27
	5/26/2026	VISA	Blick Essential Gloss Glaze (Granny Smith)	\$42.27
	5/26/2026	VISA	Blick Essential Gloss Glaze (Seafoam)	\$42.27
	5/26/2026	VISA	Blick Essential Gloss Glaze (Sky Blue)	\$42.27
	5/26/2026	VISA	Blick Matte Fixative	\$53.04
	5/26/2026	VISA	Blick Studio Aluminum Tabletop Easel	\$110.84
	5/26/2026	VISA	Ampersand Pastelbord (24x36) Gray	\$165.24
	5/26/2026	VISA	Ampersand Scratchbord Wire Brush	\$28.26
	5/26/2026	VISA	Art Supplies	\$48.50
	5/26/2026	VISA	Artograph LightTracer Light Box (12"x18")	\$99.99
	5/26/2026	VISA	Black on Black Foam Board (25 Sheet Carton) 32x40	\$215.53
	5/26/2026	VISA	Blick Essential Gloss Glaze (Black)	\$56.36
	5/26/2026	VISA	Super Sharpie Marker (Black)	\$83.04
	5/26/2026	VISA	Ticonderoga Laddie No. 2 Pencils (Box of 12)	\$71.64
	5/26/2026	VISA	Van Gogh Watercolor Pan Set (18 Colors	\$141.69
	5/26/2026	VISA	Activa Activ-Wire Mesh Wire Mesh (Large Roll) 24"x10'	\$39.27
	5/26/2026	VISA	Aleene's Original Tacky Glue (8 oz.)	\$29.94
	5/26/2026	VISA	Ampersand Pastelbord (18x24) Sand	\$165.40
	5/26/2026	VISA	Salsbury 15" Wide Double Tier Standard Metal Locker - 1 Wide - 6 Feet High - 18 Inches Deep - Gray - Unassembled	\$1,980.00
	5/26/2026	VISA	Shipping	\$771.57
	5/26/2026	VISA	Science Curriculum	\$30.87
	5/26/2026	VISA	BLACK - https://www.aussiepouch.com/products/classic-chair-pocket?variant=31363585343606	\$119.90
	5/26/2026	VISA	Classroom Supplies	\$3.09
	5/26/2026	VISA	Decorative Bright Class Kit. Originally \$199.00 (currently on sale). ITEM #2018 The Classroom Kit contains everything needed to implement Secret Stories® in any grade level classroom. SECRET STORIES® BOOK WITH SOUND STORIES, TOOLS & TEACHING GUIDE 12.5"	\$149.99
	5/26/2026	VISA	Elem Concert/VIP Day Decorations	\$129.58
	5/26/2026	VISA	Elem Track & Field Day Awards	\$392.50
	5/26/2026	VISA	Field Trip	\$484.00
	5/26/2026	VISA	Supplemental Curriculum - KRooney	\$100.00
	5/26/2026	VISA	Supplemental Curriculum - TGemelke	\$300.00
	5/26/2026	VISA	Supplemental Curriculum - TValenzuela	\$100.00
	5/26/2026	VISA	VIP Day Grapes	\$200.88
	5/26/2026	VISA	VIP Day Supplies	\$118.40
	5/26/2026	VISA	Workroom Forks	\$18.68
	5/26/2026	VISA	Supplemental Curriculum - AGalles	\$100.00
	5/26/2026	VISA	Supplemental Curriculum - BEisenmann	\$100.00
	5/26/2026	VISA	Supplemental Curriculum - BJohnson	\$100.00

Check Number	Check Date	Payee	Reason	Amount
	5/26/2026	VISA	Supplemental Curriculum - BWych	\$400.00
	5/26/2026	VISA	Supplemental Curriculum - CHoffart	\$200.00
	5/26/2026	VISA	Supplemental Curriculum - JManz	\$100.00
	5/26/2026	VISA	Lexington 3 -tier rolling cart by simply tidy matte cranberry	\$150.00
	5/26/2026	VISA	Migrant Program Supplemental Curriculum - CHoffart	\$200.00
	5/26/2026	VISA	Misc project supplies	\$187.49
	5/26/2026	VISA	Red Word Booklet - A - Dotted Letters	\$152.00
	5/26/2026	VISA	Red Word Booklet - No Houses	\$512.00
	5/26/2026	VISA	Shipping	\$103.96
	5/26/2026	VISA	OG+ Teacher Guide and Fidelity Companion - K-3 https://imse.com/products/Orton-Gillingham-Plus-Teacher-Guide-and-Fidelity-Companion-K-3/	\$450.00
	5/26/2026	VISA	Shipping	\$51.75
	5/26/2026	VISA	Chromebook Repairs - ChrombookPart.com	\$74.81
	5/26/2026	VISA	Supplemental Curriculum - BMontoya	\$150.00
	5/26/2026	VISA	Supplemental Curriculum - KCliff	\$150.00
	5/26/2026	VISA	Supplemental Curriculum - JKaufman	\$100.00
	5/26/2026	VISA	School Health Conf Registration	\$180.00
	5/26/2026	VISA	Acrobat Pro	\$21.29
	5/26/2026	VISA	Awards	\$144.61
	5/26/2026	VISA	Cross Country Awards	\$65.02
	5/26/2026	VISA	Donuts	\$31.71
	5/26/2026	VISA	Payment Correction	(\$51.04)
	5/26/2026	VISA	Donuts	\$31.72
	5/26/2026	VISA	DLT Retreat Rental	\$138.50
	5/26/2026	VISA	Farewell Gifts - Macorner	\$208.56
	5/26/2026	VISA	Legal Implications Livestream	\$75.00
	5/26/2026	VISA	NASBO Conf Meal	\$63.40
	5/26/2026	VISA	NASBO State Conf Lodging	\$298.00
	5/26/2026	VISA	NASBO State Conf Meal	\$45.19
	5/26/2026	VISA	NASBO State Conf Meal - District Table & Tap	\$27.87
	5/26/2026	VISA	Timeclock Subscription	\$128.05
	5/26/2026	VISA	TurboScribe Subscription	\$20.00
	5/26/2026	VISA	Data Conf Meal	\$31.56
	5/26/2026	VISA	NETA Conf Meal	\$61.92
	5/26/2026	VISA	American Standard Toilet	\$234.33
	5/26/2026	VISA	Garage Door Repair	\$140.00
	5/26/2026	VISA	Fuel	\$355.58
	5/26/2026	VISA	Field Trip Parking	\$10.63
		VISA Total		\$15,502.26
	5/26/2026	WoodRiver Energy LLC	Natural Gas	\$2,722.99
		WoodRiver Energy LLC Total		\$2,722.99
10718	6/14/2026	A to Z Designs, LLC	Summer After School Camp T-Shirts	\$1,120.00
		A to Z Designs, LLC Total		\$1,120.00
10719	6/14/2026	ACE Hardware & Home	Caulk	\$101.87
10719	6/14/2026	ACE Hardware & Home	Faucet Hole Covers	\$7.38
10719	6/14/2026	ACE Hardware & Home	Supplies	\$80.61
10719	6/14/2026	ACE Hardware & Home	Grass Seed/Sprinkler	\$64.97
		ACE Hardware & Home Total		\$254.83

Check Number	Check Date	Payee	Reason	Amount
	6/14/2026	Amazon	IRIS USA Fits 12" x 12" Paper, 6-Pack Thick Portable Plastic Scrapbook Paper Storage Cases Organizers with Built-in Handle for Art Craft Supplies Yarn File Documents Toys, Rounded Corner - Clear	\$84.58
	6/14/2026	Amazon	4 Gram x 8 Strong Super Glue All Purpose with Anticlog Cap. Super Fast & Strong Adhesive superglue, Cyanoacrylate Glue for Hard Plastics, DIY Crafts and Many More	\$8.81
	6/14/2026	Amazon	8" Mig Welding Plier, Nozzle Cleaner, Rounded Hammer Face, Tempered Wire Cutter, Ergonomic Vinyl Coated Handle, PM08, Strong Hand Tools	\$15.48
	6/14/2026	Amazon	AUPREX 4 1/2" Angle Grinder Wire Wheel Set - 4 Inch & 3 Inch Knotted Coarse Crimped Wheels, Cup Brush with 5/8-11UNC Threaded Arbor	\$21.99
	6/14/2026	Amazon	Avalon Towels Cotton Shop Rags – (Pack of 150) Size 12x14 Inches Cleaning Rags – Absorbent Shop Towels and Multipurpose Cleaning Towels for Automobiles, Industries, Garage and Homes (Blue)	\$35.88
	6/14/2026	Amazon	AYAO Band Saw Blades 82 Inch X 3/8 Inch X 6TPI, 2 Blades	\$16.14
	6/14/2026	Amazon	BESSEY EHK SERIES - 300 lb Clamping Force - 12 in - EHKL12 Trigger Clamp Set - 3.125 in. Throat Depth - Wood Clamps, Tools, & Equipment for Woodworking, Carpentry, Home Improvement, DIY	\$71.96
	6/14/2026	Amazon	BESSEY EHK SERIES - 300 lb Clamping Force - 36 in - EHKL36 Trigger Clamp- 3.125 in. Throat Depth - Wood Clamps, Tools, & Equipment for Woodworking, Carpentry, Home Improvement, DIY	\$65.94
	6/14/2026	Amazon	Caster Wheels - 3 Inch Casters Set of 4 Heavy Duty, BOSGEOT Locking Industrial Caster with 360 Degree No Noise Polyurethane Wheels, Swivel Plate Casters with Brake - Pack of 4	\$43.96
	6/14/2026	Amazon	CREWORKS 3L Ultrasonic Cleaner, 0.8 gal Digital Sonic Cavitation Machine, 120W Stainless Steel Professional Jewelry Cleaner for Cleaning Tool Watch Glasses Retainer Denture Parts with Heater & Timer	\$75.63
	6/14/2026	Amazon	DEWALT 192 Pcs. Mechanics Tool Set, 1/2, 1/4, 3/8 Socket Set, SAE and Metric Socket Wrench Set, Hard Shell Tool Box (DWM75049)	\$194.61
	6/14/2026	Amazon	DEWALT 20V MAX Orbital Sander, Tool Only (DCW210B)	\$207.88
	6/14/2026	Amazon	DEWALT 20V MAX XR Oscillating Multi-Tool Cordless, Variable Speed Brushless Motor Multitool with LED Light, Extended Runtime, Includes Two Wood Cutting Blades, Tool Only (DCS356B)	\$114.99
	6/14/2026	Amazon	DEWALT DCS566 20V Circular Saw, 20V Cordless Brushless 6.5" Circular Saw (Bare Tool Only, Bulk Packed), Yellow	\$135.99
	6/14/2026	Amazon	DEWBIN 18 Gauge Narrow Crown Staples, 1000 Cts 1-1/4-Inch 18GA Heavy Duty Galvanized Upholstery Staples for Electric or Pneumatic Narrow Crown Stapler Guns	\$13.99
	6/14/2026	Amazon	EWK Flexible Oil Funnel, Spill-Free, Reusable Moldable Funnel for Clean Oil Changes, Car & Motorcycle Maintenance, Coolant & Fluid Draining, Easy Store Roll-Up Design	\$16.14
	6/14/2026	Amazon	Gutimore Round Soapstone Holder 2pcs Round Soapstone Pencils with 14pcs Soapstone Refills for Welding, Metal Fabrication, Construction, and Textile	\$58.14
	6/14/2026	Amazon	John Tillman Medium 14" Gold and Pearl Top Grain Split Back Cowhide Fleece Lined MIG Welders Gloves with 4" Cuff and Kevlar Thread Locking Stitch (Carded)" (50 M)	\$183.78
	6/14/2026	Amazon	Lincoln Electric K3419-1 Glossy VAR 7-13 W/Grind ADF Helmet, Capacity, Volume, Polycarbonate, 11.12 x 10.25 x 11.87, Black (	\$1,072.40
	6/14/2026	Amazon	meite 18 Gauge 1/4-Inch Narrow Crown Staples, 3/4-Inch Length Heavy Duty Galvanized Upholstery Staples for Electric or Pneumatic Narrow Crown Staple Guns (4,000 PCS)	\$16.98
	6/14/2026	Amazon	Milwaukee 48-22-3104 Inkzall Point Marker, Fine, Black, 4-Pack	\$4.28

Check Number	Check Date	Payee	Reason	Amount
	6/14/2026	Amazon	PACIFIC PPE Welding Glasses, ANSI Z87 welding goggles with Wraparound Lenses, IR Shade 5 cutting torch glasses for Men and Women, UV Protection	\$209.40
	6/14/2026	Amazon	PS Wood Timber Wolf 105 x 3/8 x 6 tpi Band Saw Blade fits Delta 14" with Riser, Jet 14" JWBS-140S with Riser & More	\$38.15
	6/14/2026	Amazon	RIVERWELD 7 Piece Fillet Weld Set Gage MG-11 RI Gauge Depth Gauges Welding Inspection Test Ulnar Metric & Inch with Markings on Both Sides Checking Fillet Leg and Throat Size	\$19.98
	6/14/2026	Amazon	SALI 100 Pack Cut Off Wheel 4 1/2 Inch Cutting Wheels 4-1/2" x 3/64" x 7/8" for Metal & Stainless Steel, Angle Grinder Cutting Wheel,Cutting Discs with Aggressive Cutting	\$44.49
	6/14/2026	Amazon	SALI 25 Pack 4-1/2 Inch Grinding Wheels for General Purpose Metal & Stainless Steel, Aluminum Oxide Grinding Disc for Angle Grinder, Depressed Center 4.5" * 1/4" * 7/8"(115 * 6.0 * 22.2 mm)	\$129.96
	6/14/2026	Amazon	Schumacher Electric 6A Car Battery Charger and 50A Engine Starter, 4-in-1 Solution, Maintainer, 10A Boost, for 12V Power Sport, Automotive, and Marine Batteries, SC1361	\$81.55
	6/14/2026	Amazon	WEN Steel and Brass Premium Miter Gauge, 27 Angle Stops for Table Saws, Router Tables, Band Saws, and Woodworking Tools (WA1401)	\$60.70
	6/14/2026	Amazon	WORKPRO 10-inch Curved Jaw Locking Pliers, Chromium-Vanadium Steel Vice Grips With Wire Cutter, Adjustable Vise Grips for Clamping Twisting Welding	\$62.46
	6/14/2026	Amazon	WORKPRO 18 Gauge Brad Nails, 2",1-1/4", 3/4" 6000 Count Universal Brad Nails for Pneumatic, Electric Brad Nailer	\$19.79
	6/14/2026	Amazon	ZRLEI Small Paint Brushes Bulk, 160 Pcs Flat Tip Round Acrylic Paint Brushes for Kids Classroom Acrylic Watercolor Canvas Face Painting Touch Up	\$8.99
	6/14/2026	Amazon	(18 Pads) Sticky Notes 3x3 inch, Self-Stick Pads Bright Colors Sticky Note, Recyclable, Easy to Post for Home, Office, Notebook	\$8.54
	6/14/2026	Amazon	4 Rolls Premium Painters Tape, Blue Tape, Masking Tape, Paint Tape for Multi-Purpose, Painting, Painter's, DIY Crafts Arts (88yd =0.94IN*22yd*4) Decoration Labeling No Residue, Easy Removal	\$5.99
	6/14/2026	Amazon	Amazon Basics Plastic Storage Containers with Secure Latching Lids, Stackable Organization Bins for Organizing, Clear/Grey, 5 Quart, Set of 10	\$29.38
	6/14/2026	Amazon	Amazon Basics Rectangular Erasers for School and Office, Pink, Art Eraser for Drawing, Stationery Supplies, 24 Count	\$7.97
	6/14/2026	Amazon	Amazon Basics Ruled Lined Index Cards for Studying and Note Taking, White, 5" x 8", 500 Count (5 Pack of 100)	\$11.85
	6/14/2026	Amazon	BIC Brite Liner Highlighters with Chisel Tip for Broad and Fine Lines, 24-Count Pack in Assorted Colors	\$9.19
	6/14/2026	Amazon	BIC Round Stic Grip Xtra Comfort Black Ballpoint Pens, Medium Point (1.2mm), 12-Count Pack, Perfect Writing Pens With Soft Grip for Superb Comfort and Control	\$2.87
	6/14/2026	Amazon	BIC Round Stic Grip Xtra Comfort Red Ballpoint Pens, Medium Point (1.2mm), 12-Count Pack, Excellent Writing Pens With Soft Grip for Superb Comfort and Control	\$3.59
	6/14/2026	Amazon	Bright Creations Glitter Glue - Washable Easy-Squeeze Bottles for DIY Craft Projects - Metallic & Multicolor Variety Set - 6.76 Oz, 8 Bottles	\$50.94
	6/14/2026	Amazon	CANDLESEE 24 Pack White Taper Candles?Taper Candles 10 Inch Dripless?Unscented & Smokeless Candlesticks Bulk?7-8 Hours Long Burning Tall Candles?Ideal for Christmas Weddings Parties Dinner	\$16.14
	6/14/2026	Amazon	eBoot 12 Pack Wood Ruler Student Rulers Wooden School Rulers Office Ruler Measuring Ruler, 2 Scale (12 Inch and 30 cm)	\$7.99
	6/14/2026	Amazon	Elmer's Disappearing Purple School Glue Sticks, Washable, 6 Grams, 12 Count - Poster, Vision Board, Back to School, #1 Teacher Brand	\$6.88

Check Number	Check Date	Payee	Reason	Amount
	6/14/2026	Amazon	EXPO Dry Erase Markers, Low Odor Ink, Assorted Colors, Chisel Tip, 12 Count	\$18.98
	6/14/2026	Amazon	EXPO Dry Erase Markers, Low Odor Ink, Assorted Fashion Colors, Chisel Tip, 36 Count - Easily Erases, Ideal for Classroom, Home, Office, Back to School, Teacher Supplies	\$25.37
	6/14/2026	Amazon	Firbon 12" Guillotine Paper Cutter with Hidden Ruler, Compact Heavy Duty 12-Sheet Capacity Trimmer for Cardstock, Photos, Scrapbooking, Office, Classroom, Studio (Gray)	\$19.95
	6/14/2026	Amazon	Hanging File Folders, RAZCC 60 Pack Reinforced Hanging Folders Legal Size, Designed for Bulky Files, Filing Cabinet, Adjustable Tabs, Assorted Colors	\$37.99
	6/14/2026	Amazon	KICNIC Colored Book Covers 7 Pack, 6x9 Inch Stretchable Book Sox Suitable for Most Hardcover Books, Up to 8.5 Inch x 9.5 Inch, Washable, Reusable Textbook Covers with Label Sticker	\$12.60
	6/14/2026	Amazon	Paper Clips, 240pcs Medium Size Colored, PaperClips Assorted Colors, Paper Clips for Paperwork Office School and Personal Use	\$4.98
	6/14/2026	Amazon	Percy Jackson The Ultimate Collection 5 Books Set Epic Heroes Legendary Adventures by Rick Riordan	\$25.00
	6/14/2026	Amazon	Scissors, BOOMIBOO 8" All Purpose 6 Pack - Comfort-Grip Scissors for Office Desk Accessories Sewing Fabric Home Craft School Supplies, Teacher/Class Supplies, Right/Left Handles	\$11.98
	6/14/2026	Amazon	Sharpie Metallic Permanent Markers, Fine Tip, Assorted Colors, 6 Count - Arts & Crafts, Quick Drying, Great for Dark Surfaces	\$14.18
	6/14/2026	Amazon	Sharpie Permanent Markers, Fine Tip, 12 Count - Quick Drying, Fade Resistant, Arts & Crafts, Desk, Office Supplies	\$9.89
	6/14/2026	Amazon	Sharpie Permanent Markers, Fine Tip, Black, 12 Count - Office Supplies, Quick Drying, Fade Resistant, For Wood, Plastic, Paper, Metal, And More	\$8.97
	6/14/2026	Amazon	Shipping	\$6.99
	6/14/2026	Amazon	Shuttle Art Wood-Cased #2 HB Pencils, 350 Pack Sharpened Yellow Pencils with Erasers, Bulk Pack Graphite Pencils for School and Teacher Supplies, Writing, Drawing and Sketching	\$48.26
	6/14/2026	Amazon	SUNFATT Full Size Hot Glue Sticks,(30 Pcs) 8" x 0.43" Glue Sticks Perfect for Hot Glue Gun,Easily Create and Bond Crafts on Wood,Plastic,Glass,Flowers,Fabrics,Foam,Jewellery.	\$10.44
	6/14/2026	Amazon	Tilswall Cordless Hot Glue Gun, Fast Preheating, Glue Gun and Sticks Set with 2Ah USB-C Rechargeable, 20 Premium Glue Sticks, High Temp Compact Size Ideal for Crafts, DIY Making, Repairs Blue	\$13.99
	6/14/2026	Amazon	Ufmarine Large Paper Clips 2 inch, 240 Pcs Colored Paper Clips for Office	\$5.69
	6/14/2026	Amazon	1000Pcs Fidget Toys Pack, Bulk Party Favors for Kids, Stocking Stuffers, Treasure Box Chest, Birthday Party, Classroom Carnival Prizes, Pinata Stuffers, Goodie Bag Stuffers, Stress Relief, Sensory Toy	\$26.59
	6/14/2026	Amazon	12 Pack Multi-Function Electronic Timer, Learning Management, Suitable for Kitchen, Study, Work, Exercise Training, Outdoor Activities(not Including Battery)	\$14.98
	6/14/2026	Amazon	15.8" x 400"Black Wallpaper Self Adhesive Film Peel and Stick Wallpaper Black Adhesive Paper Waterproof Removable DIY Decorative for Kitchen Cabinet Countertops Shelf Liner Upgrade Thicker	\$43.98
	6/14/2026	Amazon	22 Pack Mesh Zipper Pouch Bags 9x13 inch - Clear Mesh Bags Letter Size - Plastic Zipper Pouches - Game Bags - Zip Bags - Board Game Storage - Puzzle Storage - Pouch for Organizing	\$23.55
	6/14/2026	Amazon	22-Pack Desk Dividers for Students - Durable & Waterproof Plastic Study Carrel Divider, Classroom Folders Teacher Supplies, Easy-to-Clean Plastic Privacy Shield Folder Boards for Student Desks, Black	\$46.97
	6/14/2026	Amazon	24 Pack Clipboards Bulk, Clip Boards 8.5x11 Standard Letter Size, Clipboards for Classroom, Wooden Clipboard, Hardboard Office Clipboard, Classroom Supplies	\$26.59

Check Number	Check Date	Payee	Reason	Amount
	6/14/2026	Amazon	24 Pack Kids Scissors, 5 Inch Bulk Scissors for School, Blunt Tip for Child Student Teacher, School Supplies Craft Cutting Paper, Kids Safety for Preschool Classroom Office Home	\$16.69
	6/14/2026	Amazon	24 Pcs Silly Crazy Straws for Kids Reusable Plastic Loop Curly Crazy Drinking Straws for Classroom Activities Valentines Day Gift Christmas Birthday Wedding Party Supplies Decoration	\$9.99
	6/14/2026	Amazon	240 Ft Pastel Bulletin Board Borders Colorful Classroom Borders Scalloped Border Trim Pastel Bulletin Board Decorations for Classroom Chalkboard Home Wall Office Decoration, 6 Rolls	\$16.99
	6/14/2026	Amazon	30 Pack Small White Boards, 9"x12" Double Sided Personal Dry Erase Boards Portable Handheld Whiteboards for Kids, Students, Teacher School, Include 30 Markers, 30 Erasers, 30 Pen Clips	\$37.99
	6/14/2026	Amazon	50 Pieces Dice Set, 14mm Bulk 6 Sided Colored Dices for Board Games, Math Learning, Classroom	\$6.96
	6/14/2026	Amazon	50ft Bulletin Board Borders Trim - Classroom Borders for Bulletin Board Decorations, Teacher Supplies for Classroom Decor Preschool, Kindergarten & Elementary, Crayon Scalloped Borders	\$9.99
	6/14/2026	Amazon	50ft Bulletin Board Borders Trim - Classroom Borders for Bulletin Board Decorations, Teacher Supplies for Classroom Decor Preschool, Kindergarten & Elementary, Smiley Scalloped Borders	\$7.99
	6/14/2026	Amazon	54pcs Magnetic Dry Erase Labels Colorful Name Tags Flexible Reusable Magnetic Label Stickers for White Board Refrigerator Locker Size 3.2"x1.2" by Mositear	\$6.89
	6/14/2026	Amazon	60 Feet Bulletin Board Borders, Self Adhesive Confetti Scalloped Rolled Border Trim Colorful Decoration with Strong & Permanent Adhesive for School, Classroom Offices Wall, Desks, Windows, Doors	\$7.99
	6/14/2026	Amazon	7 Steps to a Language-Rich, Interactive Classroom 2nd Edition	\$197.70
	6/14/2026	Amazon	AdTech Crystal Clear Hot Glue Gun Sticks (W220-14ZIP50) – Full Size Hot Glue Sticks. All-purpose glue sticks for crafting, scrapbooking & more. 50 pieces. Length: 4" Diameter: .44".	\$8.82
	6/14/2026	Amazon	AFMAT Electric Pencil Sharpener, Fully Automatic Pencil Sharpener for Classroom, 7-11.5mm Colored/Jumbo Pencils, Auto in & Out, Rechargeable Hands-Free Sharpener for Home Office PSX5, Pink	\$32.29
	6/14/2026	Amazon	AFMAT Electric Pencil Sharpener, Fully Automatic Pencil Sharpener for Classroom, Robot Sharpeners for 7-11.5mm No.2/Jumbo/Colored Pencils, Auto in & Out, Rechargeable & Cordless, Hands-Free, PSX5, Black	\$68.38
	6/14/2026	Amazon	AFMAT Electric Pencil Sharpener, Heavy Duty Pencil Sharpener for Classroom, 6.5-8mm No.2/Colored Pencils, UL Listed, 10,000 Sharpenings, Electric Pencil Sharpeners for Home, Office, School PS13	\$49.38
	6/14/2026	Amazon	Aigybobob 240 Count Washable Markers Bulk, 12 Assorted Colors, Broad Line Conical Tip Coloring Markers for Kids, Markers Bulk Pack for Classroom, School Art Supplies & Back to School Supplies	\$35.99
	6/14/2026	Amazon	Amazon Basics 48-Count AA & AAA High-Performance Alkaline Batteries Value Pack, 24 AA and 24 AAA, Ready to Use	\$16.70
	6/14/2026	Amazon	Amazon Basics Assorted Size and Color Rubber Bands, Strong Elastic Stretch Office Supplies, 0.5 lb. Variety Assortment	\$6.75
	6/14/2026	Amazon	Amazon Basics Clear Thermal Laminating Sheets for Documents and Photos, 9 x 11.5-Inch, 2.8 mil, 200-Pack	\$33.98
	6/14/2026	Amazon	Amazon Basics Desktop Office Stapler, Lightweight, 25 Sheet Capacity, Non-Slip, Black, 3-Pack with 1000 Staples	\$14.91
	6/14/2026	Amazon	Amazon Basics Fine Tip Permanent Markers for Writing, Drawing, Quick Drying, Office, School, and Home Use, Black, 24 Pack	\$10.62
	6/14/2026	Amazon	Amazon Basics Hand Sanitizer, Original Scent, Contains 62% Ethyl Alcohol, Moisturizing Formula, 67.60 fl oz, Pack of 1 (Previously Solimo)	\$15.86

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	6/14/2026	Amazon	Amazon Basics Hot Glue Gun Kit with 30 Glue Sticks, High Temp for School Crafts, DIY Arts and Quick Home Repairs, Drip-Free Nozzle, Fast Drying, 20W, White	\$8.09
	6/14/2026	Amazon	Amazon Basics Rechargeable Battery Charger for AA & AAA Ni-MH Batteries with USB Port, Portable, Travel-Friendly, Over-Charge Protection, Black	\$8.99
	6/14/2026	Amazon	Amazon Basics Rectangular Erasers for School and Office, Pink, Art Eraser for Drawing, Stationery Supplies, 24 Count	\$7.97
	6/14/2026	Amazon	Amazon Basics Ultra Fine Point Permanent Markers for Drawing, Writing and Doodling, Quick Drying, Fade Resistant, Black, 24-Pack	\$10.91
	6/14/2026	Amazon	AODK 51 Inch Computer Desk with Drawers & USB Power Outlets - Reversible Home Office Desk with Storage Shelves, Work from Home, Modern Work/Writing/Study Table for Bedroom, White	\$84.99
	6/14/2026	Amazon	ARTLYMERS 24pcs Happy Birthday Rubber Bracelets, Colored Silicone Stretch Wristbands for Birthday Party Supplies Favors 8 Styles	\$6.64
	6/14/2026	Amazon	Astrobrights Mega Collection, Colored Cardstock, Bright Blue, 320 Sheets, 65 lb/176 gsm, 8.5" x 11" - MORE SHEETS! (91628)	\$18.89
	6/14/2026	Amazon	Astrobrights Mega Collection, Colored Cardstock, Bright Orange, 320 Sheets, 65 lb/176 gsm, 8.5" x 11" - MORE SHEETS! (91626)	\$18.49
	6/14/2026	Amazon	Astrobrights Mega Collection, Colored Cardstock, Bright Yellow, 320 Sheets, 65 lb/176 gsm, 8.5" x 11" - MORE SHEETS! (91625)	\$19.41
	6/14/2026	Amazon	Astrobrights Mega Collection, Colored Cardstock, Neon Green, 320 Sheets, 65 lb/176 gsm, 8.5" x 11" - MORE SHEETS! (91679)	\$19.97
	6/14/2026	Amazon	Astrobrights Mega Collection, Colored Cardstock, Neon Pink, 320 Sheets, 65 lb/176 gsm, 8.5" x 11" - MORE SHEETS! (91681)	\$18.49
	6/14/2026	Amazon	Astrobrights Mega Collection, Colored Paper, "Brilliant" 5-Color Assortment, 625 Sheets, 24 lb/89 gsm, 8.5" x 11" - MORE SHEETS! (91684)	\$19.49
	6/14/2026	Amazon	Astrobrights® Color Card Stock, 8 1/2" x 11", FSC® Certified, 30% Recycled, 65 Lb, Gamma Green, Pack Of 250 Sheets	\$17.35
	6/14/2026	Amazon	bagmad 50 Pack 8x4.75x10 inch Medium White Kraft Paper Bags with Handles Bulk, Gift Bags, Craft Grocery Shopping Retail Birthday Party Favors Wedding Sacks Restaurant Takeout, Business (50Pcs)	\$16.99
	6/14/2026	Amazon	Banafich 2 Pcs Magnetic Dry Erase Marker Holder for Whiteboard, Plastic Magnetic Pen Holder for Refrigerator Fridge, Magnet Pencil Cup for School Classroom, Locker Accessories, Pen Cup Organizer-White	\$7.99
	6/14/2026	Amazon	Barker Creek E-Z Edit Paper 12-Pack, Designed by a Professional Journalist to Strengthen Writing Skills, Alternating Lines for Making Comments and Edits, 8.5" x 11", 600 Sheets (5502-12)	\$53.04
	6/14/2026	Amazon	BEST PAPER GREETINGS Bulk Thank You Cards with Envelopes - 120 Pack, 3.5 x 5 In Kraft Brown Rustic Floral Wreath - Blank Thank You Cards with Envelopes & Notes for Wedding, Teachers & Kids	\$17.32
	6/14/2026	Amazon	Better Office Products Heavyweight Plastic 2 Pocket Portfolio Folder, Letter Size Poly Folders 24 Pack (Green)	\$20.98
	6/14/2026	Amazon	Better Office Products Heavyweight Plastic 2 Pocket Portfolio Folder, Letter Size Poly Folders 24 Pack (Orange)	\$41.96
	6/14/2026	Amazon	Better Office Products Heavyweight Plastic 2 Pocket Portfolio Folder, Letter Size Poly Folders 24 Pack (Purple)	\$41.96
	6/14/2026	Amazon	BEYGORM 2 Pack Plastic Magnetic Pen Holder for Refrigerator, Dry Erase Marker Holder for Whiteboard,Magnet School Locker Organizer Accessories, Pencil Cup, Pen Caddy, Classroom Organization(Black)	\$8.59
	6/14/2026	Amazon	BIC Round Stic Ball Pen, Medium Point, 1.0 mm, Red Ink, Pack of 60 (GSM11RD) New	\$24.88
	6/14/2026	Amazon	BIC Wite-Out EZ Correct Tear-Resistant Correction Tape with 39.3 ft of Tape, 10-Count Pack in White	\$14.39

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	6/14/2026	Amazon	BN-LINK Wireless Remote Control Outlet Electrical Switch for Lights, Fans, Christmas Lights, Small Appliance, 100ft Long Range White (Learning Code, 5Rx-2Tx) 1200W/10A, ETL & FCC Certified	\$25.99
	6/14/2026	Amazon	Brage Living 18 Inch Industrial Metal Stools Set of 2, Short Stackable Classroom Stools, Backless Metal Dining Chairs for Indoor Outdoor, Kitchen (White)	\$67.99
	6/14/2026	Amazon	Brage Living 18 Inch Industrial Metal Stools Set of 4, Stackable Classroom Stools, Backless Metal Dining Chairs for Indoor Outdoor, Kitchen Short (White)	\$97.99
	6/14/2026	Amazon	CAREGY Thermal Laminating Pouches, 300 Pack Laminating Sheets, 3 Mil, 9 x 11.5 Inches Lamination Sheet Paper for Laminator, Clear, Letter Size, Office and School Supplies	\$49.98
	6/14/2026	Amazon	Carpet Floor Spots Markers, Circles Dots for Teachers and Kids, 4 Inch 72 Pack, Flexible Classroom Rug Mats for Preschool Kindergarten Organization	\$11.89
	6/14/2026	Amazon	Chell Colored Sentence Strips Cardstock, Pack of 100, 3" x 24" Rainbow Color Word Learning Strips Handwriting Practice Tools for Teachers, Classroom and Office, 5 Colors	\$31.58
	6/14/2026	Amazon	CONIJIWA 2 Pcs Magnetic Book Shelf for Whiteboard, Reusable Magnetic Book Holder and Pen Holder, Use for Classroom, Office, Refrigerator, School Supplies-White	\$17.99
	6/14/2026	Amazon	Construction Paper Assorted Colors, (600 Sheets) 8 Bright Colors, 9"x12" Bulk Craft Paper, Standard Weight Construction Paper, Color Paper for Kids Arts & Crafts and School Projects, by Enday	\$29.99
	6/14/2026	Amazon	Crayola 520836044 Bulk Crayons 24BX/CT Green	\$25.96
	6/14/2026	Amazon	Crayola Bulk Crayon Classpack - 800ct (16 Colors), Bulk Teacher Supplies & Classroom Essentials for School, Arts & Crafts Crayons for Kids, Ages 3, 4, 5	\$46.99
	6/14/2026	Amazon	Crayola Bulk Crayon Regular - Black [Set of 3]	\$29.54
	6/14/2026	Amazon	Crayola Construction Paper Bulk Pack (480 Sheets) – 10 Assorted Colors, 9x12, Classroom Arts & Crafts Supplies for Kids, Art Paper for School Projects	\$31.94
	6/14/2026	Amazon	Crayola Crayons Bulk (24 Packs), Preschool Classroom Supplies, Coloring Book Supplies, School Crayons for Kids, Gifts, Ages 3	\$27.99
	6/14/2026	Amazon	Crayola Crayons, Peach, Single Color Crayon Refill, 12 Count Bulk Crayons, School Supplies	\$11.38
	6/14/2026	Amazon	Csyidio 36 Pieces Shrink Paper Sheets, Frosted Shrink Plastic to Make Christmas Shrink Dink Ornaments, Keychains, Earrings and Craft Projects, Great Presents Choice, 8 x 5.7 inches	\$24.48
	6/14/2026	Amazon	Damaged Return - IRIS Plastic Stacking Desk Top 3-Drawer Storage Organizer - 25-26 0395	(\$31.14)
	6/14/2026	Amazon	deegtran Pens Bulk, 30 Pack No Bleed Black Ink Click Pens with Soft Grip, Wholesale Retractable Ballpoint Pens for Office School, Medium Point Smooth 1.0MM	\$9.79
	6/14/2026	Amazon	deegtran Pens Bulk, 30 Pack No Bleed Blue Ink Click Pens with Soft Grip, Wholesale Retractable Ballpoint Pens for Office School, Medium Point Smooth 1.0MM	\$9.79
	6/14/2026	Amazon	deegtran Pens Bulk, 30 Pack No Bleed Red Ink Click Pens with Soft Grip, Wholesale Retractable Ballpoint Pens for Office School, Medium Point Smooth 1.0MM	\$9.79
	6/14/2026	Amazon	Discount	(\$13.98)
	6/14/2026	Amazon	DIYMAG Magnets with Adhesive Backing, 360Pcs Diameter 0.8" x 0.04" Fridge Magnet Dot Classroom Must Have Round Magnetic Tape Flexible Sheets for Crafts Whiteboard Refrigerator Easy Peel and Stick	\$9.98
	6/14/2026	Amazon	Dry Erase Erasers, 48 Pack Magnetic Whiteboard Eraser Chalkboard Cleansers Wiper for Classroom Office and Home (48mixed)	\$11.99

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	6/14/2026	Amazon	Dynarex Cotton Balls, Non-Sterile and Large Sized, Latex-Free and Absorbent, For Skin Cleansing, Crafts, & as Makeup Remover, Ships as 1 Bag of 1000 Cotton Balls, 1 Bag of 1000 Dynarex Cotton Balls	\$13.65
	6/14/2026	Amazon	Elcoho 8 Rolls 262.4 Feet Scalloped Bulletin Board Borders Bulletin Boarder Trim School Decoration Borders for School, Classroom Decoration, Summer Colors	\$22.99
	6/14/2026	Amazon	Elmer's Disappearing Purple School Glue Sticks, Washable, 7 Grams, 30 Count - Posters, Back to School, Bulk Pack for Classrooms, #1 Teacher Brand	\$15.98
	6/14/2026	Amazon	Elmer's Disappearing Purple School Glue Sticks, Washable, 7 Grams, 60 Count - Poster, Vision Board, Back to School Supplies, #1 Teacher Brand	\$79.76
	6/14/2026	Amazon	Elmer's Liquid School Glue, White, Washable, 32 Ounces - Great for Making Slime, Arts & Crafts, Back to School, #1 Teacher Brand	\$8.87
	6/14/2026	Amazon	EOENVIVS Clear Storage Bins with Lids 6 Pack, 7 Qt Stackable Storage Containers with Buckle Lock, Durable Plastic Containers & Storage Box Organizer for Pantry, Bathroom, Closet & Office Use	\$47.78
	6/14/2026	Amazon	EOOUT 48pcs Pencil Case Zipper Pouch, Bill Size Pencil Storage, Small Pencil Organizing, Waterproof Bags for Office Supplies, Travel Accessories in 12 Colors	\$19.99
	6/14/2026	Amazon	Epakh 4 Pieces Dry Erase Erasers Magnetic Whiteboard Eraser Washable Microfiber Shag for Home and Office Use(Gray)	\$9.99
	6/14/2026	Amazon	Essex Wares - 13 Pocket Daily Schedule Pocket Chart, Ultra-Durable Visual Schedule for Kids - Easy to Use, Reusable Daily Schedule for Kids - Reversible Chart for Sentence Strips	\$12.34
	6/14/2026	Amazon	ForTomorrow Carpet Markers with Numbers - 36 Pcs 4" Classroom Sitting Carpet Dot Number 1-36, Floor Rug Circles Marker Spot for Preschool Kindergarten Elementary	\$11.49
	6/14/2026	Amazon	Fun Express Happy Birthday Pencils - Set of 24 - Birthday Party Supplies and Teacher Classroom Rewards	\$11.83
	6/14/2026	Amazon	Furinno PASIR Book Shelf, 3-Tier Bookshelf, Storage Shelves Bookcase, 9.7 x 23.7 x 31.5, for Living Room, Bedroom, Home Office, Plain White	\$76.10
	6/14/2026	Amazon	Fuutreo 67.3 ft Bulletin Board Borders Decor Dots Scalloped Borders Trim Wavy Shape Classroom Bulletin Boarders for Back to School Blackboard Chalkboard Wall Window Door Party Decor(Macarons)	\$12.99
	6/14/2026	Amazon	Gamenote 30 Pack Dry Erase Pockets with 5 Rings, 10 Assorted Colors 10x14 Oversized Reusable Plastic Sleeves, Clear Sheet Protectors, Teacher Supplies for Classroom Organization	\$19.99
	6/14/2026	Amazon	GAMENOTE 6 Pack Magnetic Dry Erase Lap Boards for Kids, 9x12 Double-Sided Lined and Blank Whiteboards with Markers & Erasers, Small Classroom and Homeschool Writing Board	\$39.18
	6/14/2026	Amazon	Germ-X Advanced Hand Sanitizer with Aloe and Vitamin E, 8 Fl Oz (Pack of 6), Less Drying Moisturizing Gel, No Rinse Formula, Pump Bottle	\$24.99
	6/14/2026	Amazon	Glad Zipper Food Storage Plastic Bags, Sandwich, 100 Count (Package May Vary)	\$6.23
	6/14/2026	Amazon	GOFLAME 15-Drawer Rolling Storage Cart, Craft Storage Cart with Removable Drawers & Lockable Wheels, Art Cart Supply Storage Organizer for Home Office Classroom, Rainbow	\$84.57
	6/14/2026	Amazon	Hoolery 24 Pcs Plastic Cubby Storage Bins Classroom Cubby Organization with Self Adhesive Labels Bin Small Stackable Storage Containers Toy Book Box for School(11.5 x 7.5 x 5 Inch,Colorful)	\$59.99
	6/14/2026	Amazon	Hygloss Products Bright Sentence Strips - Great for Arts and Crafts, Decorations, Classroom Activities - Cardstock - Unlined Thin Strip - 5 Assorted Colors - 1.5" High x 23" Long Size - 100 Pieces	\$30.42

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	6/14/2026	Amazon	IHDYPPEW 36 PCS 50g Raffia Ribbon, Natural Raffia Straw, Raffia Paper Ribbon for DIY Crafts, Florist Bouquets, Wreaths, Christmas Decoration (6x2.4In)	\$36.37
	6/14/2026	Amazon	IRIS USA 2 Pack 10-Drawer Plastic Storage Rolling Organizer Cart with Caster Wheels for Laundry Room, Bathroom, or Closet Dresser Storage, Black/Clear	\$139.98
	6/14/2026	Amazon	IRIS USA File Box, Plastic File Organizer with Lids for Letter/Legal File, Portable Document Box For Moving, Storage Bin with Durable and Secure Lid, Stackable Nestable BPA-Free, Clear 35 Qt. 4 Pack	\$44.99
	6/14/2026	Amazon	IRIS USA Plastic Stacking Desk Top 3-Drawer Storage Organizer, 4-Pack, for Makeup Vanity Nail Polish Bathroom Stationery Art Craft Supplies Kitchen Office Garage and Small Organization, Small, Black	\$30.98
	6/14/2026	Amazon	Jovanssen White Correction Tape, 12 Pack, 13.13 Feet Correction Tape for School And Office, Easy To Use Applicator for Instant Corrections	\$8.49
	6/14/2026	Amazon	JUGGPENG Plastic Base Ten Blocks with Place Value Chart, Math Manipulatives for Kids, Math Cubes for Kindergarten 1st-3rd Grade, Counting Cubes for Math Learning Tools, 137 Pcs	\$19.98
	6/14/2026	Amazon	Jumlys 40 Pack Mesh Zipper Pouch Bags, A4 Mesh Bags with Zippers in 8 Color, Waterproof Zip File Folder Pouch for Organization Storage, Letter Size Zippers Bag for Classroom/Home/Office	\$29.98
	6/14/2026	Amazon	kieeroden 2 Pack Classroom Headphone Storage Organizer with 30 Pockets, PVC Clear Classroom Pocket Chart for Headphone Cell Phone Over-the-Door Hanging Headphone Holder Bag with 62 Labels(White)	\$23.62
	6/14/2026	Amazon	KLSMYHOKI Standing Desk Adjustable Height, Mobile Stand Up Desk with Wheels Small Computer Desk Rolling Desk, Portable Laptop Desk White Standing Table Home Office Desks 16"x31.5" Height 27"-43.5"	\$49.98
	6/14/2026	Amazon	Large 12 Inch Table Dots Dry Erase Circles Spots for Classroom Teachers 10 Pack 5 Colorful Stickers Removable Desktop Whiteboard White Board Tabletop Must Have	\$9.99
	6/14/2026	Amazon	Learning Resources MathLink Cubes - Set of 100 Cubes, Ages 5 Kindergarten, STEM Activities, Math Manipulatives, Homeschool Supplies, Teacher Supplies	\$9.49
	6/14/2026	Amazon	Learning Resources Time Activity Set – Teaching Clocks for Kids, Teacher Classroom Must Haves, Elementary School & Montessori Activities, Math Manipulatives, Time Flash Cards, Gifts for Boys and Girls	\$14.99
	6/14/2026	Amazon	Livholic 120 Sheets Colored Card Stock Printer Paper, 120 GSM 32 lb 24 Colors Pastel Construction Paper for Scrapbook Office Printing DIY Craft 8.3x11.6 Inch (120GSM)	\$17.99
	6/14/2026	Amazon	LOVIMAG Magnetic Hooks,30Lbs Magnets with Hooks for Cruise, Black Magnetic Hooks for Hanging, Fridge, Classroom, Refrigerator, Ceiling, Office, Kitchen. Grill, Garage-30Pack	\$14.24
	6/14/2026	Amazon	LUOZZY 2 PCS Magnetic Tape Dispenser Magnet Tape Roll Flexible Strong Magnetic Strip with Adhesive Backing and Tape Dispenser for DIY Craft Projects Fridge Board Home Office Use	\$37.98
	6/14/2026	Amazon	Maitys 24 Pcs Chair Pockets for Classrooms 17 x 20 Inches Student Chair Bag Chairback with Name Tag for Keeping Student Book School Table Organized	\$57.99
	6/14/2026	Amazon	Mead Composition Notebook, 6 Pack, College Ruled Paper, 7-1/2" x 9-3/4", 100 Sheets per Comp Book, Assorted Colors (850106-ECM)	\$49.92
	6/14/2026	Amazon	Mr. Pen- Pencil Erasers Toppers, 500 Pack, Vibrant Colors, Erasers for Pencil, Pencil Top Erasers	\$32.44
	6/14/2026	Amazon	Mr. Sketch 2003992 Scented Washable Markers, Chisel Tip, Assorted Colors, 36 Count	\$46.98
	6/14/2026	Amazon	Mr. Sketch Scented Washable Markers, Chisel Tip Marker, Assorted Colors, 36 Count	\$23.76

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	6/14/2026	Amazon	NEW Larger Size! The Original Table Spots for Teachers No Staining, No Shadowing, Complete Erase! Dry Erase, 10 Pack Multicolor Circles, Wall Stickers, Decals	\$14.80
	6/14/2026	Amazon	Olganicor 350 PCS Party Favors for Kids, Fidget Toys Bulk, Easter Eggs Fillers, Treasure Box Toy for Classroom Prizes, Goodie Bags Stuffers Birthday Carnival Prize, Pinata Filler Stuffers	\$17.89
	6/14/2026	Amazon	OWLKELA Dry Erase Erasers, Magnetic Whiteboard Erasers 8 Pack for White Board, white board markers dry erase, Ideal for Classroom, Home, Office	\$8.54
	6/14/2026	Amazon	Paper Clips Binder Clips, 340PCS Assorted Size Paper Clips and Binder Clips, Colored Paperclips Large Medium Small, Binder Clip and Paper Clip Set for Home School Office Supplies	\$8.82
	6/14/2026	Amazon	Paper Mate Felt Tip Pens, Flair Marker Pens, Medium Point, Assorted, 24 Count - Home, Office, Back to School, Teacher Supplies	\$17.49
	6/14/2026	Amazon	Paper Mate InkJoy Gel Pens, Medium Point, 10 Count - Teacher Supplies, Writing, Journaling, Back to School	\$11.97
	6/14/2026	Amazon	Pilot FriXion Erasable Gel Pens, Fine Point 0.7 mm Erasable Pens, Pack of 15 Assorted Colors	\$47.16
	6/14/2026	Amazon	Play-Doh Modeling Compound 50- Value Pack Case of Colors , Non-Toxic , Assorted Colors , 1-Ounce Cans	\$26.79
	6/14/2026	Amazon	Post-it Super Sticky Easel Pad, 25 x 30 Inches, 30 Sheets Per Pad, 4 Pads, Large, White, Premium Self Stick Flip Chart Paper, Anchor Chart, Office Supplies & School Supplies, Great for Teachers and Students	\$30.84
	6/14/2026	Amazon	Power Strip Tower with Multiple Outlets, Flat Plug Surge Protector Tower Extension Cord with 12 AC Outlets 4 USB Ports (2 USB C), 6FT Cord Power Tower Surge Protector for Home Office Dorm Room, White	\$19.65
	6/14/2026	Amazon	Purple Ladybug 1260 Variety Scratch and Sniff Stickers - 15 Unique Scents - Fun and Motivational Rewards for Kids and Teachers Must Haves, Smelly Sticker for Classroom, & Back to School Gift	\$12.99
	6/14/2026	Amazon	Rarlan Wood-Cased #2 HB Pencils, Pre-sharpened, 360 Count Bulk Pack	\$53.98
	6/14/2026	Amazon	RAZCC Laminating Sheets, 500 Pack Clear Thermal Laminating Plastic Paper Laminator Sheets, 9 x 11.5-Inch, 3mil, Ideal Office or School Supplies	\$32.29
	6/14/2026	Amazon	Realspring Lucky Ducks for Classroom Jar Classroom Management 36 Pcs Mini Rubber Ducks Bulk with a Pen and a Plastic Jar, Season Management Too(Style 1, Yellow)	\$19.99
	6/14/2026	Amazon	Rosmonde 3 Subject Notebook Wide Ruled, 12 Pack, Long Lasting, Extra Pages - 300 Pages (150 Sheets), No-Bleed Thick Paper, 3 Hole Punched, 8x10-1/2, 3 Subject Spiral Notebook for School, Home & Office	\$39.59
	6/14/2026	Amazon	Rosmonde Loose Leaf Paper, 900 Sheets, 6 Pack, Wide Ruled, 8" x 10.5", Bulk Office Filler Sheets, 3 Hole Punched, 150 Sheets/Pack, Wide Ruled for 3 Ring Binder, Filler Notebook Paper, White	\$21.77
	6/14/2026	Amazon	School Smart Double Sided Graph Paper, 8-1/2 x 11 Inches, 1/2 Inch Rule, White, Pack of 500 - 085279	\$64.32
	6/14/2026	Amazon	Scotch Book Tape, 2 in x 540 in, Excellent for Repairing, Reinforcing Protecting, and Covering (845)	\$15.18
	6/14/2026	Amazon	Self Adhesive Dots, Strong Adhesive 2200pcs(1100Pairs) 0.39" Diameter White Dots, Sticky Back Nylon with Waterproof Glue Tapes 10mm for School Classroom Office Home	\$15.99
	6/14/2026	Amazon	Sharpie Permanent Markers, Fine Tip, 12 Count - Quick Drying, Fade Resistant, Arts & Crafts, Desk, Office Supplies	\$8.29
	6/14/2026	Amazon	Shipping	\$18.62
	6/14/2026	Amazon	Simple Houseware 3-Tier Heavy Duty Metal Utility Rolling Cart, Black	\$180.30

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	6/14/2026	Amazon	SMARTAKE 45 Pcs Refrigerator Magnets, Small Round Fridge Magnets, Multi-Use Premium Neodymium Office Magnets for Fridge, Whiteboard, Billboard in Home, Kitchen, Office and School (Black)	\$8.54
	6/14/2026	Amazon	Stickers for Kids, 600Pcs Cute Water Bottle Stickers for Teens, Vinyl Waterproof Classroom Bulk Sticker Pack for Laptop School Student Gifts Classroom Teacher Prizes Kawaii Animal Sticker for Boy Girl	\$9.99
	6/14/2026	Amazon	stochastic box Round Math Counters,Plastic Two Color Counter Yellow Red 200 PCS, Educational Toys to Help Kids Learn	\$19.96
	6/14/2026	Amazon	Storex Classroom Caddy, 9.25 x 9.25 x 5.25 Inches, Assorted Colors, Color Assortment Will Vary, Case of 6 (00940U06C), Small Caddy	\$18.81
	6/14/2026	Amazon	Stumbelina 100 COUNT (1 oz) NEON SPARKLE PLASTIC SHOT GLASS CUPS BRIGHT MULTI-COLOR Variety Pack Disposable Party Mini Cups Perfect for Jello Shots, Dessert Shooters, Parties, Weddings, Bars	\$8.95
	6/14/2026	Amazon	Surebonder Cordless Hot Glue Gun, High Temperature, Full Size, 60W, 50% More Power - Sturdily Bonds Metal, Wood, Ceramics, Leather & Other Strong Materials (Specialty Series CL-800F)	\$19.12
	6/14/2026	Amazon	Surebonder Full Size Hot Glue Sticks 50-Pack, Clear, Non-Toxic, Multi-Temp, 4-Inch x 0.43-Inch for Full Size Glue Guns, DIY, Arts, Crafts & Home Repairs	\$7.42
	6/14/2026	Amazon	Teacher Created Resources Adhesive Magnetic Tape (TCR20716)	\$47.25
	6/14/2026	Amazon	Teacher Created Resources Black Better Than Paper Bulletin Board Roll (TCR77314)	\$38.08
	6/14/2026	Amazon	Teacher Created Resources Smart Start 1-2 Story Paper: 360 Sheets (TCR76543)	\$75.87
	6/14/2026	Amazon	Teacher Created Resources Smart Start 1-2 Writing Paper: 360 Sheets (76533)	\$89.97
	6/14/2026	Amazon	The Pencil Grip Kwik Stix Solid Tempera Paint 30 Colors Including, Pastel, Jewel and Earth Tones TPG-681	\$43.02
	6/14/2026	Amazon	The UDL Shift: Designing Inclusive Learning That Works	\$24.95
	6/14/2026	Amazon	Thenshop 150 Pcs Highlighter Assorted Colors Bulk Fluorescent Highlighter Markers with Chisel Tip No Bleed Colorful Pens for Office Home Must Have Supplies Note Taking & Document Making Supplies	\$23.99
	6/14/2026	Amazon	Two Pocket Folders, RAZCC 100 Pack Two Pocket with Prongs, 3 Prong Folders Fit Letter Size Paper, Pocket Paper File Folders for School Office Home Business, Assorted 5 Colors	\$36.09
	6/14/2026	Amazon	Vending Machine Books	\$16.95
	6/14/2026	Amazon	VICNOVA Magnetic Clips, 24 Pieces Magnetic Metal Chip Clips Fridge Magnets Refrigerator Whiteboard Locker Magnets Heavy Duty Clip Classroom Organization Teacher Must Haves School Supplies Accessories	\$12.99
	6/14/2026	Amazon	Vloso Christmas Ribbon Wired 2.5 Inch,6 Roll 30 Yards Christmas Wired Ribbon,Incl. Santa/Snowman/Snowflake/Buffalo Plaid Ribbon for Wreaths Bows Holiday Xmas Decor DIY Crafts	\$14.99
	6/14/2026	Amazon	VZZNN 40 Pack Adhesive Pencil Holders for Desk - Reusable Silicone Pen Grips for Desk Organization, Wall, Clipboard, Office & Teacher Supplies with Strong Sticky Pads	\$21.84
	6/14/2026	Amazon	WANVISLIN Burlap Ribbon Natural Color,2 inch Wide 10 Yards Natural Jute Ribbon for Crafts, Bouquets, Wedding Decoration, Wreaths, Bows and More	\$7.29
	6/14/2026	Amazon	WOODMAM Foldable Wooden Dollhouse with 13PCS Furniture, 4 Rooms and 2 Flexible Dolls, Pretend Play Doll House Set with Portable Handle, Christmas Birthday Gift for Boys Girls Age 3 , Cottage	\$55.99
	6/14/2026	Amazon	WUKAKA 12 Pack Transparent Tape Clear Tape Refills Rolls Each Roll 3/4 x 1000 Inches, 1 inch Core, for Office, Home, School	\$9.98

Check Number	Check Date	Payee	Reason	Amount
	6/14/2026	Amazon	XYGROOW Math Manipulatives for Kids Aged 3 .Base Ten Blocks with Place Value Chart - Plastic Math Cubes to Help Educate Kindergarten Teachers.133 PCS	\$24.96
	6/14/2026	Amazon	YEGEER 288 Count Colored Pencils Bulk, 16 Assorted Colors, Pre-sharpened Coloring Pencils Set for Kids and Adult, Teachers Essential Classroom Prizes, Back to School Supplies	\$49.38
	6/14/2026	Amazon	YEGEER Highlighters, Chisel Tip Dry-Quickly Highlighter Markers, 108 Count-6 Assorted Colors Highlighters Bulk Pack for Adult Kids, Office Classroom Must Have, School Supplies for Teachers	\$19.94
	6/14/2026	Amazon	YoeJob Pencil Pouch for 3 Ring Binder, Binder Pouches with Zipper Bulk, Pen Holder Case with Clear Window School Class Office Organizers, 24 Pack, Black	\$59.98
	6/14/2026	Amazon	ZILLEEN Classroom Timers for Kids Classroom Magnetic Digital Kitchen Timers for Cooking Teachers Gym Game 6 Pcs	\$8.99
	6/14/2026	Amazon	Ziploc Easy Open Tabs Sandwich Bags 580, 145 Count (Pack of 4)	\$37.98
	6/14/2026	Amazon	Ziploc Easy Open Tabs Sandwich Bags 580, 145 Count (Pack of 4)	\$43.96
	6/14/2026	Amazon	Ziploc Gallon Food Storage Freezer Bags, Stay Open Design, Easy to Fill, 66 Count	\$10.99
	6/14/2026	Amazon	Ziploc Gallon Food Storage Slider Bags, Power Shield Technology for More Durability, 104 Bags Total	\$29.70
	6/14/2026	Amazon	ZZYFGH 12 Pack Pencil Holder for Kids Desk, Colorful Pen Baskets Tray for Organizing Classroom Supplies	\$15.19
	6/14/2026	Amazon	Jwxstore 24 Pack Self Adhesive Hooks Heavy Duty - 33lb Max, Transparent, Waterproof, Sticky Wall Hooks for Keys, Bathroom, Shower, Outdoor, Kitchen, Door, Home Improvement, Utility Hooks	\$12.34
	6/14/2026	Amazon	Shipping	\$6.99
	6/14/2026	Amazon	Shipping	\$6.99
	6/14/2026	Amazon	Spring Smencils Cylinder - HB #2 Patented Gourmet Scented Pencils, 50 Count - Gifts for Kids, Classroom Rewards, Party Favors, Easter day	\$69.99
	6/14/2026	Amazon	Amazon Basics Sticky Easel Pads for Presentations, Brainstorming, Classroom Use, Bleed-Resistant, Easy to Hang, 25 x 30 in, White, 2-Pack	\$53.42
	6/14/2026	Amazon	Elmer's E301 School Glue, Washable No-Run, 1.25 Ounces (Pack of 12)	\$14.37
	6/14/2026	Amazon	JONYEE Colored Masking Tape, Colored Painters Tape for Arts & Crafts, Labeling or Coding - Art Supplies for Kids - 6 Different Color Rolls - Masking Tape 1 Inch x 13 Yards (2.4cm X 12m)	\$6.83
	6/14/2026	Amazon	Mr. Sketch 2003992 Scented Washable Markers, Chisel Tip, Assorted Colors, 36 Count	\$23.49
	6/14/2026	Amazon	National Geographic Jumbo Cardboard Building Blocks – 45-Pc. Extra-Thick Cardboard Bricks for Kids, Build a Castle Play House, Indoor Playhouse, Large Building Blocks, Kids Giant Blocks	\$39.99
	6/14/2026	Amazon	Pacon® Peacock® Super-Bright Sentence Strips, Assorted Colors, Pack of 100	\$12.73
	6/14/2026	Amazon	Ticonderoga Golf Pencils With Erasers, #2 HB Lead, Yellow, Pack Of 72	\$9.97
	6/14/2026	Amazon	Universal UNV45602 27 in. x 34 in. Renewable Resource Sugarcane Based Easel Pads - Ruled, White (50 Sheets/Pad, 2 Pads/Cartron)	\$37.52
	6/14/2026	Amazon	48 Pack Slow Rising Stress Ball,Stress Balls for Kids Adults,Stretchy Fidget Toys for Anxiety Relief,Hand Therapy Sensory Squishy Ball,Squishy Toys,Treasure Prize Box Toys for Kids Classroom	\$32.29
	6/14/2026	Amazon	Amzdecor Blue White Buffalo Plaid Full Blackout Curtains 84 Inch Long for Bedroom Living Room Farmhouse Check Patterned Drapes Thermal Insulated Soundproof Grommet Window Treatment, 2 Panels, 52"x84"	\$53.95

Check Number	Check Date	Payee	Reason	Amount
	6/14/2026	Amazon	Anbalulu Magnetic Tiles 100PCS with 2 Cars, STEM Educational Building Blocks for Kids Ages 3-9, Magnet Construction Toys Gift for Toddlers	\$27.98
	6/14/2026	Amazon	BESTDLCLITE LED Puck Lights with Remote Control, 13-Color Under Cabinet Lighting Wireless, Battery Operated Stick-On Lights, Dimmable Push Light for Closet/Shelf/Wall (6 Pack)	\$19.63
	6/14/2026	Amazon	Chefman Countertop Microwave Oven 0.7 Cu. Ft., 700 Watts with 10 Power Levels, 6 Cooking Presets with One-Touch Express Cook, Eco Mode, Child Safety Lock, & Mute Button - Black	\$68.92
	6/14/2026	Amazon	Craftstory Toddlers Montessori Toys Busy-Board for 3 4 5 Year Girls Boys Gifts, Sensory Basic-Life-Kills Shoe-Tying Practice for Kids Fine-Motor Skill Toys Teacher Resoures Preschool Classroom	\$23.74
	6/14/2026	Amazon	danpinera 3-Tier Rolling Cart, Utility Cart Mobile Metal Rolling Storage Cart with Lockable Wheels & Hanging Cups & Hooks for Kitchen, Bathroom, Office, Workshop, Yellow	\$35.99
	6/14/2026	Amazon	DIYMAG Magnetic Hooks, 30Lbs Strong Heavy Duty Cruise Magnet S-Hook for Classroom, Fridge, Hanging, Cabins, Grill, Kitchen, Garage, Workplace and Office Etc, (20 Pack-White)	\$19.96
	6/14/2026	Amazon	ECR4Kids 12 Cubby Tray Cabinet with Scoop Front Storage Bins , Classroom Furniture, Clear, 12-Piece	\$267.28
	6/14/2026	Amazon	Iwell Tall Narrow Storage Cabinet with Doors, Rattan Cabinet with Adjustable Shelves, Freestanding Linen Storage for Living Room, Entryway, Kitchen, Bathroom, Natural	\$127.99
	6/14/2026	Amazon	Mattel 4347154784 Uno Card Game 2 Pack, Red	\$13.70
	6/14/2026	Amazon	MEIEST 4 PCS Colorful Dumpling Stress Balls Fidget Sensory Toy,Squeeze Dough Ball Stress Relief Hand Toy,Bun with Food Steamer Stretchy Desk Toys	\$19.59
	6/14/2026	Amazon	Mickiewicz 6 Pack A4 Paper Storage Box, 8.5 x 11 Project Case for US letter, Thick Scrapbook Storage Box Craft Storage Box Art Supplies Storage and Organization, Board Game Storage and Organizers	\$64.98
	6/14/2026	Amazon	RELEANY Floral Nursery 8x10 Area Rugs Washable Print Boho Cute Carpet Non Slip Flower Low Pile for Living Room Kids Girls Playroom Bedroom Kitchen Office Farmhouse-Pink	\$85.99
	6/14/2026	Amazon	Shipping	\$6.89
	6/14/2026	Amazon	Slow Rising Jumbo Squishies Toys Set - 9 Pack Soft Kawaii Squishy Hamburger Popcorn Cake Ice Cream Donut Stress Relief Squeeze Toy for Boys and Girls	\$18.98
	6/14/2026	Amazon	SUNEE Hanging File Folders, 50 Pack Letter Size Hanging File Folders with 1/5-cut Tabs, Stay Organized for Your Home and Office Bulk File, Documents and Paper, 10 Pastel Colors	\$26.99
	6/14/2026	Amazon	YEGEER 288 Count Colored Pencils Bulk, 16 Assorted Colors, Pre-sharpened Coloring Pencils Set for Kids and Adult, Teachers Essential Classroom Prizes, Back to School Supplies	\$24.69
	6/14/2026	Amazon	Curveball	\$14.33
	6/14/2026	Amazon	The No-Brainer's Guide to Decomposition	\$14.43
	6/14/2026	Amazon	Very Bad at Math: A Graphic Novel – A Heartfelt Story About Dyscalculia and Finding Your Voice for Kids (Ages 8-12) (A Very Graphic Novel)	\$12.79
	6/14/2026	Amazon	Harry Potter and the Order of the Phoenix (Harry Potter, Book 5) (5)	\$13.98
	6/14/2026	Amazon	Shipping	\$6.99
	6/14/2026	Amazon	Adulting 101 Life Skills Workbook for Teens & Young Adults: Budgeting, Hygiene, Time Management, Grocery Shopping, and Real-World Routines for Ages 13	\$13.99
	6/14/2026	Amazon	Executive Functioning Skills Workbook for Teens: Stay Focused, Get Organized, and Stop Procrastinating with Teen-Tested Techniques for Better ... and Emotional Control (Life Skill Handbooks)	\$21.97
	6/14/2026	Amazon	Shipping	\$6.99

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	6/14/2026	Amazon	No Ego: How Leaders Can Cut the Cost of Workplace Drama, End Entitlement, and Drive Big Results	\$11.60
	6/14/2026	Amazon	Shipping	\$6.99
	6/14/2026	Amazon	Take Time for You: Self-Care Action Plans for Educators (Using Maslow's Hierarchy of Needs and Positive Psychology)	\$19.39
	6/14/2026	Amazon	The Beginning Teacher's Field Guide: Embarking on Your First Years (Self-Care and Teaching Tips for New Teachers)	\$19.28
	6/14/2026	Amazon	The Onward Workbook: Daily Activities to Cultivate Your Emotional Resilience and Thrive	\$17.79
	6/14/2026	Amazon	Calculator	\$79.99
	6/14/2026	Amazon	Kitchen Exhaust Motor	\$272.56
	6/14/2026	Amazon	Motor Start Capacitor	\$25.98
		Amazon Total		\$10,115.67
10720	6/14/2026	Appeara	Mops & Towels	\$175.81
10720	6/14/2026	Appeara	BB Towels	\$22.19
		Appeara Total		\$198.00
10721	6/14/2026	Bomgaars	Fans, Softener Salt	\$347.90
10721	6/14/2026	Bomgaars	Lime Away, Plastic Hose Coupling	\$28.94
10721	6/14/2026	Bomgaars	Roundup, Plants, Trimmer Line, Weeder	\$183.92
10721	6/14/2026	Bomgaars	Weed Spray, Hose Mender, Sprinkler	\$111.98
		Bomgaars Total		\$672.74
10722	6/14/2026	Brinley Cliff	Summer Afterschool Camp	\$675.00
		Brinley Cliff Total		\$675.00
10723	6/14/2026	Cecelia Hoffart	Afterschool Summer Camp	\$675.00
		Cecelia Hoffart Total		\$675.00
10724	6/14/2026	Cengage Learning	National Geographic Curriculum for 5-6 grade Intermediate ESL students	\$2,116.01
		Cengage Learning Total		\$2,116.01
	6/14/2026	Century Link	Phone Service	\$439.65
	6/14/2026	Century Link	BB Phone/Internet	\$118.19
		Century Link Total		\$557.84
10725	6/14/2026	City of Wakefield	PF Utilities	\$19.34
10725	6/14/2026	City of Wakefield	Stadium Utilities	\$136.79
10725	6/14/2026	City of Wakefield	BB Utilities	\$44.50
10725	6/14/2026	City of Wakefield	Utilities	\$328.49
10725	6/14/2026	City of Wakefield	BB Utilities	\$208.88
10725	6/14/2026	City of Wakefield	Utilities	\$4,551.56
		City of Wakefield Total		\$5,289.56
10726	6/14/2026	City of Wakefield - Civic Center	ACT Exam	\$145.00
10726	6/14/2026	City of Wakefield - Civic Center	ASVAB Exam	\$95.00
10726	6/14/2026	City of Wakefield - Civic Center	Practice ACT	\$95.00
		City of Wakefield - Civic Center Total		\$335.00
10727	6/14/2026	Creative Sites, LLC	Playground Basketball Goals	\$13,380.00
		Creative Sites, LLC Total		\$13,380.00
10728	6/14/2026	Cubby's Inc.	Mower/Gator Fuel	\$181.57
10728	6/14/2026	Cubby's Inc.	Bus Diesel	\$1,651.34
10728	6/14/2026	Cubby's Inc.	Suburban Fuel	\$891.27
10728	6/14/2026	Cubby's Inc.	Van Fuel	\$153.35
10728	6/14/2026	Cubby's Inc.	SPED Van Fuel	\$95.10
		Cubby's Inc. Total		\$2,972.63
10729	6/14/2026	David, Emily A	Farewell Party Cupcakes	\$54.00

Check Number	Check Date	Payee	Reason	Amount
10729	6/14/2026	David, Emily A	Farewell Party Cupcakes	\$54.00
		David, Emily A Total		\$108.00
10730	6/14/2026	Dollar General	Afterschool Summer Camp Supplies	\$14.85
10730	6/14/2026	Dollar General	For various activities throughout the year.	\$54.95
10730	6/14/2026	Dollar General	Puberty Class Supplies	\$25.65
10730	6/14/2026	Dollar General	Transition Day Supplies	\$15.30
10730	6/14/2026	Dollar General	Farewell Party Supplies	\$21.59
10730	6/14/2026	Dollar General	Farewell Party Supplies	\$21.58
10730	6/14/2026	Dollar General	Teacher Appreciation	\$29.80
		Dollar General Total		\$183.72
10731	6/14/2026	Egan Supply Co.	Floor Wax	\$729.60
10731	6/14/2026	Egan Supply Co.	Supplies	\$907.32
		Egan Supply Co. Total		\$1,636.92
10732	6/14/2026	Ekberg Auto Parts, Inc.	Drill Bits	\$35.99
10732	6/14/2026	Ekberg Auto Parts, Inc.	Hose Clamp	\$11.49
10732	6/14/2026	Ekberg Auto Parts, Inc.	BB Supplies	\$69.97
		Ekberg Auto Parts, Inc. Total		\$117.45
10733	6/14/2026	ESU #7	Lastpass Licenses	\$88.00
		ESU #7 Total		\$88.00
10734	6/14/2026	Faith Health	DOT Physical - BV	\$100.00
10734	6/14/2026	Faith Health	DOT Physical - KB	\$100.00
		Faith Health Total		\$200.00
10735	6/14/2026	Fire Protection Services, LLC	Semi-Annual Fire Alarm Inspection	\$1,697.00
		Fire Protection Services, LLC Total		\$1,697.00
10736	6/14/2026	Flinn Scientific Inc	Science Classroom Supplies	\$1,303.85
		Flinn Scientific Inc Total		\$1,303.85
10737	6/14/2026	Gabriella Hoffart	Afterschool Summer Camp	\$720.00
		Gabriella Hoffart Total		\$720.00
10739	6/14/2026	Iowa School for the Deaf	Transportation Services	\$1,354.56
		Iowa School for the Deaf Total		\$1,354.56
10740	6/14/2026	IT Outlet	ACADEMIC CHROME OS MANAGEMENT	\$2,970.00
10740	6/14/2026	IT Outlet	M89, MediaTek Kompanio 540 (2.00GHz, 1MB), 11.6 HD Touch, ChromeOS, 4.0GB, 1x64GB UFS 2.2, ARM Mali-G57 MC3 GPU, BT 5.3, RZ616 2x2 AX, No Wired Ethernet, 720P HD RGB, 3 Cell Li-ion 50Wh, 65W, 1 Year Mail-in, Luna Grey-English (US)	\$32,850.00
		IT Outlet Total		\$35,820.00
10741	6/14/2026	J.W. Pepper & Son, Inc	Shipping	\$556.96
10741	6/14/2026	J.W. Pepper & Son, Inc	Signature Choral Rise - 3 Step Model Wenger	\$8,912.00
		J.W. Pepper & Son, Inc Total		\$9,468.96
10742	6/14/2026	Joey Borg	Shotput Pad Cement Work	\$1,000.00
		Joey Borg Total		\$1,000.00
10743	6/14/2026	KSB School Law, PC LLO	Legal Services	\$7,396.65
		KSB School Law, PC LLO Total		\$7,396.65
10744	6/14/2026	Lo's Designs LLC	Suburban Decals	\$337.50
		Lo's Designs LLC Total		\$337.50
10745	6/14/2026	LUX Bros Inc	Storage Containers	\$1,800.00
		LUX Bros Inc Total		\$1,800.00
10746	6/14/2026	Mack-Miller Supply	Caulk, Eaveguard	\$124.15
10746	6/14/2026	Mack-Miller Supply	Hinges	\$154.50

Check Number	Check Date	Payee	Reason	Amount
10746	6/14/2026	Mack-Miller Supply	Lumber	\$22.36
10746	6/14/2026	Mack-Miller Supply	Mouse Traps	\$21.35
10746	6/14/2026	Mack-Miller Supply	Shingles	\$74.10
10746	6/14/2026	Mack-Miller Supply	Spray Paint	\$34.60
10746	6/14/2026	Mack-Miller Supply	Fans	\$124.18
10746	6/14/2026	Mack-Miller Supply	Window Scraper	\$10.10
10746	6/14/2026	Mack-Miller Supply	Bait Watch & Calculator	\$8.10
10746	6/14/2026	Mack-Miller Supply	Spray Paint	\$18.90
10746	6/14/2026	Mack-Miller Supply	Steel Demon, Spray Paint	\$120.74
		Mack-Miller Supply Total		\$713.08
10747	6/14/2026	Major Refrigeration Co.	Annual Condenser Cleaning	\$548.28
		Major Refrigeration Co. Total		\$548.28
10748	6/14/2026	Matheson Tri-Gas Inc	ITE Gases	\$897.49
		Matheson Tri-Gas Inc Total		\$897.49
10749	6/14/2026	McGraw-Hill School Education LLC	Reading Curriculum	\$3,478.86
10749	6/14/2026	McGraw-Hill School Education LLC	Science Curriculum	\$3,297.79
		McGraw-Hill School Education LLC Total		\$6,776.65
10750	6/14/2026	Menards-Norfolk	Painting Supplies	\$432.32
		Menards-Norfolk Total		\$432.32
10751	6/14/2026	NCS Pearson Inc	DAL Schools Complete for Small Districts (Digital)	\$2,135.00
10751	6/14/2026	NCS Pearson Inc	DAL Schools MHS Ed 2025 SM Dists (Connors & ASRS)	\$180.00
		NCS Pearson Inc Total		\$2,315.00
10752	6/14/2026	Nebraska Air Filters Inc	Air Filters	\$602.18
		Nebraska Air Filters Inc Total		\$602.18
10753	6/14/2026	Norfolk Daily News	Director of Nutrition Services	\$561.60
		Norfolk Daily News Total		\$561.60
10754	6/14/2026	Olson's Pest Technicians	Pest Control	\$120.00
		Olson's Pest Technicians Total		\$120.00
10755	6/14/2026	Pac N Save, Inc.	FCS Supplies	\$40.31
10755	6/14/2026	Pac N Save, Inc.	Classroom Supplies	\$151.37
10755	6/14/2026	Pac N Save, Inc.	Inservice Meal	\$60.88
10755	6/14/2026	Pac N Save, Inc.	Teacher Appreciation	\$95.13
10755	6/14/2026	Pac N Save, Inc.	Inservice Meal	\$60.88
10755	6/14/2026	Pac N Save, Inc.	Teacher Appreciation	\$95.12
10755	6/14/2026	Pac N Save, Inc.	DLT Retreat	\$386.77
		Pac N Save, Inc. Total		\$890.46
10756	6/14/2026	Paper 101	Copy Paper	\$2,242.08
10756	6/14/2026	Paper 101	Copy Paper	\$2,242.08
		Paper 101 Total		\$4,484.16
10757	6/14/2026	Popplers Music Inc.	ALL STATE	\$116.10
10757	6/14/2026	Popplers Music Inc.	Shipping	\$13.95
		Popplers Music Inc. Total		\$130.05
10758	6/14/2026	RTI	Managed Print Agreement	\$984.40
10758	6/14/2026	RTI	Managed Print Agreement	\$984.40
10758	6/14/2026	RTI	HP EliteBook 8 G1i 16" Touchscreen Notebook - WUXGA - 60 Hz - Intel Core Ultra 5 226V - 16 GB - 512 GB SSD - English Keyboard - Glacier Silver Aluminum - Intel Chip - 1920 x 1200 - Windows 11 Pro - Intel Arc Graphics - Inplane Switching (IPS) Technology	\$1,425.88

Check Number	Check Date	Payee	Reason	Amount
10758	6/14/2026	RTI	HP EliteBook 8 G1i 16" Touchscreen Notebook - WUXGA - 60 Hz - Intel Core Ultra 5 226V - 16 GB - 512 GB SSD - English Keyboard - Glacier Silver Aluminum - Intel Chip - 1920 x 1200 - Windows 11 Pro - Intel Arc Graphics - Inplane Switching (IPS) Technology	\$1,425.88
10758	6/14/2026	RTI	HP ProBook 4 G1i 16" Touchscreen Notebook - WUXGA - 60 Hz - Intel Core Ultra 5 225U - 16 GB - 512 GB SSD - English Keyboard - Pike Silver - Intel Chip - 1920 x 1200 - Windows 11 Pro - Intel - In-plane Switching (IPS) Technology - Front Camera/Webcam - IEE	\$22,939.38
10758	6/14/2026	RTI	HP ProBook 4 G1q 14" Copilot+ PC Notebook - WUXGA - 60 Hz - Qualcomm Snapdragon X X1-26-100 - 16 GB - 512 GB PCIe NVMe SSD - English Keyboard - Pike Silver - Qualcomm Chip - 1920 x 1200 - Windows 11 Pro - Qualcomm Adreno - In-plane Switching (IPS) Technol	\$1,232.59
		RTI Total		\$28,992.53
10759	6/14/2026	S2 Roll Offs LLC	Garbage Service	\$778.00
10759	6/14/2026	S2 Roll Offs LLC	Rolloff	\$451.05
		S2 Roll Offs LLC Total		\$1,229.05
10760	6/14/2026	School Datebooks	Planners for grades 3-6	\$648.00
10760	6/14/2026	School Datebooks	Shipping	\$110.16
		School Datebooks Total		\$758.16
10761	6/14/2026	School Specialty, Inc	Tabletop Dimensions: 72 W x 48 D in Top Type: Markerboard Edge Type: LockEdge Leg Type: NeoClass Top Color: Whiteboard Edge Color: Titanium Leg Color: Ebony Product Height: 22 - 30 in	\$738.70
10761	6/14/2026	School Specialty, Inc	Quartet DuraMax Porcelain Magnetic Whiteboard, Dry-Erase Board, White Porcelain, 96 x 48 Inches, Aluminum Frame	\$917.58
		School Specialty, Inc Total		\$1,656.28
10762	6/14/2026	SIDELINES Bar & Grille	Cinco de Mayo Celebration	\$287.50
10762	6/14/2026	SIDELINES Bar & Grille	Teacher Appreciation - Rolls	\$65.63
10762	6/14/2026	SIDELINES Bar & Grille	Cinco de Mayo Celebration	\$287.50
10762	6/14/2026	SIDELINES Bar & Grille	Teacher Appreciation - Rolls	\$65.62
		SIDELINES Bar & Grille Total		\$706.25
10763	6/14/2026	Staples	White Board Cleaner	\$69.70
		Staples Total		\$69.70
10764	6/14/2026	The Majestic Theatre	Summer Afterschool Camp Field Trip	\$874.00
		The Majestic Theatre Total		\$874.00
10765	6/14/2026	Thrasher	Cement Repair	\$27,955.25
		Thrasher Total		\$27,955.25
10766	6/14/2026	United Seating & Mobility Inc	Student Wheelchair	\$6,120.15
		United Seating & Mobility Inc Total		\$6,120.15
10767	6/14/2026	VectorSolutions	Classified Staff Evaluation & PD Tracking Solution	\$1,158.56
10767	6/14/2026	VectorSolutions	Classified Staff Evaluation & PD Tracking Solution	\$1,158.56
10767	6/14/2026	VectorSolutions	Safety & Compliance	\$1,050.00
		VectorSolutions Total		\$3,367.12
	6/14/2026	Verizon	Mobile Hot Spots	\$201.54
		Verizon Total		\$201.54
10768	6/14/2026	Wakefield Republican, The	Calendar/Menu	\$313.50
10768	6/14/2026	Wakefield Republican, The	Calendars, State Speech	\$328.50
10768	6/14/2026	Wakefield Republican, The	Mtg Notice/Proceedings	\$79.09
10768	6/14/2026	Wakefield Republican, The	Mtg Proceedings	\$469.64
		Wakefield Republican, The Total		\$1,190.73

Check Number	Check Date	Payee	Reason	Amount
10769	6/14/2026	Wayne Herald	State Track/Nutrition Director Ad	\$95.00
10769	6/14/2026	Wayne Herald	State Track/Nutrition Director Ad	\$432.00
		Wayne Herald Total		\$527.00
	6/14/2026	WoodRiver Energy LLC	Natural Gas	\$3,902.17
		WoodRiver Energy LLC Total		\$3,902.17
Sub Total				\$216,838.34
Sorted By	Value	Description		
FUND	06	School Nutrition Fund		
Check Number	Check Date	Payee	Reason	Amount
	5/26/2026	VISA	State Conf Registration	\$375.00
	5/26/2026	VISA	Garbage Disposal Splash Guard	\$151.00
		VISA Total		\$526.00
	6/14/2026	Amazon	Ice Packs	\$35.99
		Amazon Total		\$35.99
6113	6/14/2026	Appeara	Aprons, Mops & Towels	\$96.31
		Appeara Total		\$96.31
	6/14/2026	Cash-Wa Distributing	Food/Supplies	\$122.08
	6/14/2026	Cash-Wa Distributing	Food	\$6,118.99
	6/14/2026	Cash-Wa Distributing	Food/Supplies	\$1,358.97
	6/14/2026	Cash-Wa Distributing	Return	(\$173.67)
		Cash-Wa Distributing Total		\$7,426.37
6114	6/14/2026	Dollar General	Milk	\$36.80
		Dollar General Total		\$36.80
6115	6/14/2026	Hiland Dairy	Milk/Juice	\$1,093.77
		Hiland Dairy Total		\$1,093.77
6116	6/14/2026	Jan X Experts in Janitorial Supply	Gloves, Temp Rinse Aid, Detergent	\$576.70
		Jan X Experts in Janitorial Supply Total		\$576.70
6117	6/14/2026	Nebraska Food Distribution	Beef Allocation Error	(\$36.25)
6117	6/14/2026	Nebraska Food Distribution	Commodities	\$544.43
		Nebraska Food Distribution Total		\$508.18
6118	6/14/2026	Pac N Save, Inc.	Summer Lunch Program Supplies	\$73.57
		Pac N Save, Inc. Total		\$73.57
6119	6/14/2026	Quality Foods	Fruit	\$29.95
		Quality Foods Total		\$29.95
	6/14/2026	Sysco Lincoln	Food Bags	\$169.65
	6/14/2026	Sysco Lincoln	Hamburger Turner	\$31.26
	6/14/2026	Sysco Lincoln	Pan Liners	\$56.55
	6/14/2026	Sysco Lincoln	Pot Holders	\$35.97
	6/14/2026	Sysco Lincoln	Scour Pads	\$34.40
	6/14/2026	Sysco Lincoln	Utility Brush	\$41.18
	6/14/2026	Sysco Lincoln	Food	\$1,038.88
		Sysco Lincoln Total		\$1,407.89
Sub Total				\$11,811.53
Grand Total				\$228,649.87

Wakefield Community School

Payroll Voucher By Vendor Report

Accounting Cycle: FY25-26; Voucher: 061026,061026 HSA; Vendor: [All]; Order By: Vendor; Account Type: Liability; Created On: 6/10/2026 7:31:05 PM

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026 HSA	Security Bank	585254		Allie Holcomb - HSA	\$269.07
Register	Register Paid Date	Account Code	Deduction		Amount
061226	6/12/2026	01-00941-000	HSA Allie Holcomb		\$269.07
Sub Total					\$269.07
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026	Security Bank	585254		American Fidelity	\$6,003.81
Register	Register Paid Date	Account Code	Deduction		Amount
061226	6/12/2026	01-00941-000	Amer Fidelity - Accident 125		\$451.52
061226	6/12/2026	01-00941-000	Amer Fidelity - Cancer		\$96.10
061226	6/12/2026	01-00941-000	Amer Fidelity - Cancer 125		\$280.12
061226	6/12/2026	01-00941-000	Amer Fidelity - Critical Illness		\$87.34
061226	6/12/2026	01-00941-000	Amer Fidelity - Disability		\$178.81
061226	6/12/2026	01-00941-000	Amer Fidelity - Hospital Indemnity		\$259.36
061226	6/12/2026	01-00941-000	Amer Fidelity - Term Life		\$262.43
061226	6/12/2026	01-00941-000	Amer Fidelity - Whole Life		\$22.52
061226	6/12/2026	01-00941-000	Child Care 125		\$833.32
061226	6/12/2026	01-00941-000	Med Reimb 125		\$3,436.43
061226	6/12/2026	06-00941-000	Amer Fidelity - Accident 125		\$12.70
061226	6/12/2026	06-00941-000	Amer Fidelity - Cancer		\$7.14
061226	6/12/2026	06-00941-000	Amer Fidelity - Cancer 125		\$15.18
061226	6/12/2026	06-00941-000	Amer Fidelity - Critical Illness		\$9.82
061226	6/12/2026	06-00941-000	Med Reimb 125		\$51.02
Sub Total					\$6,003.81
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026	Security Bank	585254		Blue Cross and Blue Shield of NE	\$107,012.49
Register	Register Paid Date	Account Code	Deduction		Amount
061226	6/12/2026	01-00903-000	BCBS Empl Health 125		\$2,420.91
061226	6/12/2026	01-00941-000	BCBS Empl Dental 125		\$1,745.68
061226	6/12/2026	01-00941-000	BCBS Empl Health 125		\$2,371.73
061226	6/12/2026	01-00941-000	BCBS Employer Dental		\$1,993.82
061226	6/12/2026	01-00941-000	BCBS Employer Hlth		\$97,705.61
061226	6/12/2026	06-00941-000	BCBS Empl Dental 125		\$14.75
061226	6/12/2026	06-00941-000	BCBS Employer Dental		\$31.78
061226	6/12/2026	06-00941-000	BCBS Employer Hlth		\$728.21
Sub Total					\$107,012.49
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026 HSA	Security Bank	585254		Brent Schmidt - HSA	\$134.89
Register	Register Paid Date	Account Code	Deduction		Amount
061226	6/12/2026	01-00941-000	HSA Brent Schmidt		\$134.89
Sub Total					\$134.89
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026 HSA	Security Bank	585254		Brittany Vinchattle - HSA	\$380.34
Register	Register Paid Date	Account Code	Deduction		Amount
061226	6/12/2026	01-00941-000	HSA Brittany Vinchattle		\$380.34
Sub Total					\$380.34

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026 HSA	Security Bank	585254		Caitlin Smith - HSA	\$380.34
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00941-000	HSA Caitlin Smith	\$380.34	
Sub Total				\$380.34	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026 HSA	Security Bank	585254		Colton McCreary - HSA	\$134.89
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00941-000	HSA Colton McCreary	\$134.89	
Sub Total				\$134.89	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026 HSA	Security Bank	585254		Connie Wageman - HSA	\$134.89
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00941-000	HSA Connie Wageman	\$134.89	
Sub Total				\$134.89	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026	Security Bank	585254		Federal Reserve KC	\$314,652.75
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00941-000	Direct Deposit	\$305,369.12	
061226	6/12/2026	06-00941-000	Direct Deposit	\$9,283.63	
Sub Total				\$314,652.75	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026 HSA	Security Bank	585254		Jamie Gamble - HSA	\$399.53
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00941-000	HSA Jamie Gamble	\$399.53	
Sub Total				\$399.53	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026 HSA	Security Bank	585254		Kim Barge - HSA	\$184.89
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00941-000	HSA Kim Barge	\$184.89	
Sub Total				\$184.89	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026	Security Bank	589845	6111	Madison National Life	\$2,865.94
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	06-00903-000	Life Ins Employer	(\$9.75)	
Sub Total				(\$9.75)	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026	Security Bank	585254	10715	Madison National Life	\$2,865.94
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00903-000	Life Ins Employer	\$69.00	
061226	6/12/2026	01-00941-000	Addtl Life Ins	\$228.94	
061226	6/12/2026	01-00941-000	Dependent Life Ins	\$4.10	
061226	6/12/2026	01-00941-000	Life Ins Employer	\$721.50	
061226	6/12/2026	01-00941-000	Long Term Disability	\$1,785.19	\$2,808.73
061226	6/12/2026	06-00941-000	Addtl Life Ins	\$5.62	
061226	6/12/2026	06-00941-000	Life Ins Employer	\$19.50	
061226	6/12/2026	06-00941-000	Long Term Disability	\$41.84	\$66.96
Sub Total				\$2,875.69	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026 HSA	Security Bank	585254		Megan Virgil - HSA	\$380.34
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00941-000	HSA Megan Virgil	\$380.34	
Sub Total				\$380.34	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026	Security Bank	585254		MG Trust Company	\$6,905.97
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00941-000	403b Plan	\$175.00	
061226	6/12/2026	01-00941-000	403b Plan ROTH	\$5,613.91	
061226	6/12/2026	01-00941-000	403b Plan ROTH - 10%	\$519.54	
061226	6/12/2026	01-00941-000	403b Plan ROTH - 5%	\$584.77	\$6,893.22
061226	6/12/2026	06-00941-000	403b Plan ROTH	\$12.75	\$12.75
Sub Total				\$6,905.97	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026 HSA	Security Bank	585254		Michelle Galles - HSA	\$480.34
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00941-000	HSA Michelle Galles	\$480.34	
Sub Total				\$480.34	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026	Security Bank	585254		Nebraska Department of Revenue	\$13,144.02
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00941-000	State Withholding - NE	\$12,818.44	
061226	6/12/2026	06-00941-000	State Withholding - NE	\$325.58	
Sub Total				\$13,144.02	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026	Security Bank	585254		Nebraska Retirement System	\$61,122.92
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00941-000	NPERS	\$56,604.59	
061226	6/12/2026	01-00941-000	NPERS Incr Contribution	\$2,725.92	\$59,330.51
061226	6/12/2026	06-00941-000	NPERS	\$1,711.03	
061226	6/12/2026	06-00941-000	NPERS Incr Contribution	\$81.38	\$1,792.41
Sub Total				\$61,122.92	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026 HSA	Security Bank	585254		Paulina Vallejo - HSA	\$134.89
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00941-000	HSA Paulina Vallejo	\$134.89	
Sub Total				\$134.89	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026 HSA	Security Bank	589845		Richard Chavanu - HSA	\$134.89
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	06-00941-000	HSA Richard Chavanu	\$134.89	
Sub Total				\$134.89	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026	Security Bank	585254		Security Bank	\$99,546.46
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00941-000	Federal Withholding	\$32,272.86	
061226	6/12/2026	01-00941-000	FICA	\$52,659.18	
061226	6/12/2026	01-00941-000	Medicare	\$12,315.50	\$97,247.54
061226	6/12/2026	06-00941-000	Federal Withholding	\$464.36	
061226	6/12/2026	06-00941-000	FICA	\$1,486.84	
061226	6/12/2026	06-00941-000	Medicare	\$347.72	\$2,298.92
Sub Total				\$99,546.46	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026 HSA	Security Bank	585254		Shannon Carroll - HSA	\$783.24
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00941-000	HSA Shannon Carroll	\$783.24	
Sub Total				\$783.24	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026 HSA	Security Bank	585254		Tara Valenzuela - HSA	\$249.53
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00941-000	HSA Tara Valenzuela	\$249.53	
Sub Total				\$249.53	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026 HSA	Security Bank	585254		Teresa Soderberg - HSA	\$134.89
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00941-000	HSA Teresa Soderberg	\$134.89	
Sub Total				\$134.89	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026	Security Bank	585254		Texas Life Insurance Company	\$394.67
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00941-000	Amer Fidelity - TX Life	\$363.89	
061226	6/12/2026	06-00941-000	Amer Fidelity - TX Life	\$30.78	
Sub Total				\$394.67	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026 HSA	Security Bank	585254		Tory Gemelke - HSA	\$477.44
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00941-000	HSA Tory Gemelke	\$477.44	
Sub Total				\$477.44	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026	Security Bank	585254		Vision Service Plan	\$880.15
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00903-000	Vision 125	\$25.11	
Sub Total				\$25.11	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026	Security Bank	589845		Vision Service Plan	\$880.15
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00941-000	Vision 125	\$834.43	
061226	6/12/2026	06-00941-000	Vision 125	\$20.61	
Sub Total				\$855.04	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026	Security Bank	585254	10716	Washington National Insurance Co	\$60.90
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00941-000	WA Natl - Cancer Ins 125	\$60.90	
Sub Total				\$60.90	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061026	Security Bank	585254	10717	WCS-General Fund	\$374.62
Register	Register Paid Date	Account Code	Deduction	Amount	
061226	6/12/2026	01-00941-000	Summer Ins 125	\$369.18	
061226	6/12/2026	06-00941-000	Summer Ins 125	\$5.44	
Sub Total				\$374.62	
Grand Total				\$617,759.10	



2027 IC Bus, CE Series

**71 Pass with ext'd kneeroom, 78" headroom
Full air conditioning, Roof mounted condensers
250HP / 660 Torque Cummins B6.7 Diesel
Allison 6 speed automatic w/ dual OD
Underfloor Luggage Compartments
Interior Racks, Dark Tinted Glass
Safety-Star Premium Package**

Sales Proposal For:

71-3 Premium Spec'd

Presented By:

CORNHUSKER INTERNATIONAL TRUCKS, INC

Prepared For:

Cornhusker Int'l Stock B
Russ Folts
3131 Cornhusker Hwy
Lincoln, NE 68504-1593
(402)331 - 8801
Reference ID: N/A

Presented By:

CORNHUSKER INTERNATIONAL TRUCKS, INC
Russell Folts
3131 CORNHUSKER HIGHWAY
LINCOLN NE 68504 -
(402)466-8461

Thank you for the opportunity to provide you with the following quotation on a new IC Corporation vehicle. I am sure the following detailed specification will meet your operational requirements, and I look forward to serving your business needs.

Model Profile
2027 CE SCHOOL BUS (PB110)

AXLE CONFIG:	4X2
APPLICATION:	School Transportation
MISSION:	Requested GVWR: 27500. Calc. GVWR: 29800 Calc. Start / Grade Ability: 26.41% / 2.08% @ 55 MPH Calc. Geared Speed: 88.6 MPH
DIMENSION:	Wheelbase: 276.00, CA: N/A, Axle to Frame: 148.00
ENGINE, DIESEL:	{Cummins B6.7 250} EPA 2024, 250HP @ 2400 RPM, 660 lb-ft Torque @ 1600 RPM, 2600 RPM Governed Speed, 250 Peak HP (Max), School Bus Only
TRANSMISSION, AUTOMATIC:	{Allison 2500 PTS} 6th Generation Controls, Wide Ratio, 6-Speed with Double Overdrive, Less PTO Provision, Less Retarder, with 33,000-lb GVW and GCW Max, School Bus
CLUTCH:	Omit Item (Clutch & Control)
AXLE, FRONT NON-DRIVING:	{Meritor MFS-10-122A} I-Beam Type, 10,000-lb Capacity
AXLE, REAR, SINGLE:	{Dana Spicer S140} Single Reduction, 19,800-lb Capacity, 190 Wheel Ends Gear Ratio: 5.57
TIRE, FRONT:	(2) 11R22.5 Load Range H R89 ALL POSITION (PIRELLI), 501 rev/mile, 75 MPH, All-Position
TIRE, REAR:	(4) 11R22.5 Load Range H R89 CS (PIRELLI), 494 rev/mile, 75 MPH, Drive
SUSPENSION, REAR, SINGLE:	19,800-lb Capacity, Two Stage Vari-Rate Springs
PAINT:	Cab schematic 100NB Location 1: 4421, School Bus Yellow (Std) Chassis schematic N/A

Vehicle Specifications
2027 CE SCHOOL BUS (PB110)

December 15, 2025

Description

Base Chassis, Model CE SCHOOL BUS with 276.00 Wheelbase, N/A CA, and 148.00 Axle to Frame.

Bus Body Plan, AABU0000KN

Seat Capacity, 71

BODY PLANS

BODY, BUS Conventional; 78" Headroom, 33'5" Body Length, +9 Section Front and Rear, 77 Passenger, 276 WB

STATE OF OPERATION Nebraska

BODY PLAN, NON-SPECIAL NEEDS for Bus Body Configurator, OMIT Body Plan

BODY PLAN, APPROVED VARIATION None

AXLE CONFIGURATION

AXLE CONFIGURATION 4x2

ENGINE

ENGINE, DIESEL {Cummins B6.7 250} EPA 2024, 250HP @ 2400 RPM, 660 lb-ft Torque @ 1600 RPM, 2600 RPM Governed Speed, 250 Peak HP (Max), School Bus Only

EMISSION, CALENDAR YEAR {Cummins B6.7} EPA, OBD and GHG Certified for Calendar Year 2026

CARB EMISSION WARR COMPLIANCE Does Not Comply with CARB Emission Warranty

CARB IDLE COMPLIANCE Does Not Comply with California Clean Air Idle Regulations

EPA IDLE COMPLIANCE Low NOx Idle Engine, Complies with EPA Clean Air Regulations; Includes "Certified Clean Idle" Decal on Hood

VEHICLE REGISTRATION IDENTITY ID for Non-CARB Omnibus and/or Non-ACT Adopting State or Exempt Vehicle. Not for use on vehicles registering in CA. Contains non-mitigated legacy engine & cannot be registered in CA unless exempt. You may be held liable under state law for failure to properly register vehicle.

Notes

: CANNOT BE REGISTERED IN CA. For vehicles that will be registered in States other than CA.

RADIATOR Aluminum, 2-Row, Down Flow, Front to Back System, 640 SqIn Louvered, with 383 SqIn Charge Air Cooler, Includes In-Tank Oil Cooler

Includes

: RADIATOR HOSES Premium, Rubber

FAN DRIVE {Warner Electric FC550} On/Off Type, Electronically Activated and Controlled

Includes

: FAN Nylon

AIR CLEANER Single Element, Fire Retardant Media

ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection, Nitrite Free

BLOCK HEATER, ENGINE {Phillips} 120V/750W, for Cummins ISB/B6.7 Engines

Includes

: BLOCK HEATER SOCKET Receptacle Type; Mounted in Center Through Front Bumper

CRUISE CONTROL Electronic

OIL PAN 15 Quart Capacity, For Cummins ISB/B6.7 Engines

THROTTLE, HAND CONTROL Electronic

Description
TRANSMISSION

TRANSMISSION, AUTOMATIC {Allison 2500 PTS} 6th Generation Controls, Wide Ratio, 6-Speed with Double Overdrive, Less PTO Provision, Less Retarder, with 33,000-lb GVW and GCW Max, School Bus

NEUTRAL AT STOP OMIT

SHIFT CONTROL PARAMETERS {Allison} 1000 or 2000 Series Transmissions, Performance Programming

TRANSMISSION OIL Synthetic; 20 thru 28 Pints

TRANSMISSION SHIFT CONTROL Column Mounted Stalk Shifter, for Allison 1000 & 2000 Series Transmission

CLUTCH

CLUTCH Omit Item (Clutch & Control)

REAR AXLES, SUSPENSIONS

AXLE, REAR, SINGLE {Dana Spicer S140} Single Reduction, 19,800-lb Capacity, 190 Wheel Ends . Gear Ratio: 5.57

SUSPENSION, REAR, SINGLE 19,800-lb Capacity, Two Stage Vari-Rate Springs

SHOCK ABSORBERS, REAR (2)

FRONT AXLES

AXLE, FRONT NON-DRIVING {Meritor MFS-10-122A} I-Beam Type, 10,000-lb Capacity

FRONT SUSPENSIONS

SUSPENSION, FRONT, SPRING Parabolic Taper Leaf, Shackle Type, 10,000-lb Capacity, with Shock Absorbers

Includes

: SPRING PINS Rubber Bushings, Maintenance-Free

CABS, COWLS, BODIES

COWL Flat Back

AIR CONDITIONER with Integral Heater and Defroster

CAB INTERIOR TRIM Classic, for Day Cab

GAUGE CLUSTER Base Level; English with English Electronic Speedometer

Includes

: GAUGE CLUSTER DISPLAY: Base Level (3" Monochromatic Display), Premium Level (5" LCD Color Display); Odometer, Voltmeter, Diagnostic Messages, Gear Indicator, Trip Odometer, Total Engine Hours, Trip Hours, MPG, Distance to Empty/Refill for

: GAUGE CLUSTER Speedometer, Tachometer, Engine Coolant Temp, Fuel Gauge, DEF Gauge, Oil Pressure Gauge, Primary and Secondary Air Pressure or Auxiliary Air Pressure (if Air Equipped)

: WARNING SYSTEM Low Fuel, Low DEF, Low Oil Pressure, High Engine Coolant Temp, Low Battery Voltage (Visual and Audible), Low Air Pressure, Primary and Secondary (if Air Equipped)

GAUGE, DEF FLUID LEVEL

GAUGE, OIL TEMP, AUTO TRANS for Allison Transmission

HEATER SHUT-OFF VALVES (2) Ball Valve Type

INSTRUMENT PANEL Wing Panel

IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster

Description

WINDSHIELD Three Piece, Bonded, with Shaded Band

WINDSHIELD WIPER BLADES Winter Type

FRAMES

FRAME RAILS High Strength Low Alloy Steel (50,000 PSI Yield); 10.125" x 3.062" x 0.312" (257.2mm x 77.8mm x 8.0mm); 489.2" (12425mm) Maximum OAL

BUMPER, FRONT Contoured, Steel, Painted Gloss Black, Severe Duty

Notes

: Bumper Thickness is .25"

CROSSING GATE, FRONT Electric, Yellow Blade, Bumper Mounted

Includes

: CONTROL ASSEMBLY Solid State, Located Rear of Front Bumper, Heater not Required

: CROSSING GATE, FRONT Matches Contour of Bumper

CROSSMEMBER, REAR, AF (1)

TOW HOOK, FRONT (2) Frame Mounted

TOW HOOK, REAR (2) Mounted on Lower Rail Flange

LICENSE PLATE HOLDER Includes Upper & Lower Mounting Plate Hardware, Mounted in Existing Holes in Front Bumper

WHEELBASE RANGE 276" (700cm) Only

BRAKES

BRAKE SYSTEM, HYDRAULIC {Wabco} Split System, with Automatic Adjustment and Four Channel ABS

TRACTION CONTROL, HYDRAULIC Automatic; Hydraulic Brake System, with Electronic Stability Control

BRAKE, PARKING {Bosch} DSSA Type, 12" x 3"; for Hydraulic Brake Chassis; Foot Operated in Cab; Differential Mounted

BRAKES, FRONT {Meritor Quadraulic} Hydraulic Disc Type, with Four 70mm Diameter Pistons, 12,000-lb Capacity

DUST SHIELDS, FRONT BRAKE for Hydraulic Brakes

BRAKES, REAR {Meritor Quadraulic} Hydraulic Disc Type, with Four 70mm Diameter Pistons, 21,000-lb Capacity per Axle

DUST SHIELDS, REAR BRAKE for Hydraulic Brakes

GVWR LIMITATION FOR BUS with Hydraulic Brakes, Limited to 29,800-lbs Maximum to meet FMVSS 105 Requirements, for Conventional Bus

PARKING BRAKE INTERLOCK Parking Brake Cannot be Released Until Ignition Switch is in "ON" Position and Service Brake Pedal is Applied, Use with Hydraulic Brake Chassis Only

STEERING

STEERING GEAR {Sheppard M100} Power

STEERING COLUMN Tilting

STEERING WHEEL 4-Spoke; 18" Dia., Black Leather Wrapped

DRIVELINES

DRIVELINE SYSTEM {Dana Spicer} SPL100, for 4x2/6x2

PROPSHAFT GUARD

Description

EXHAUST SYSTEMS

EXHAUST SYSTEM Horizontal Aftertreatment System, Frame Mounted Under Right Rail, for Single Long Horizontal Tail Pipe

TAIL PIPE (1) Horizontal, Long, Exits Right Side Through Bumper

ELECTRICAL SYSTEMS

ELECTRICAL SYSTEM 12-Volt, Standard Equipment

Includes

: HAZARD SWITCH Push On/Push Off, Located on Instrument Panel to Right of Steering Wheel
: HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever
: MISCELLANEOUS FEATURES Modular, Loom Protected, Grommets in all Applicable Body Openings, Assembled in Computer Assisted Fixture which Verifies Continuity and Correct Assembly Prior to Installation
: PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light
: STARTER SWITCH Electric, Key Operated
: TURN SIGNAL SWITCH Self-Cancelling with Lane Change Feature
: TURN SIGNALS, FRONT Includes Reflectors and Auxiliary Side Turn Signals, Solid State Flashers; Flush Mounted
: WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever
: WIRING, CHASSIS Color Coded and Continuously Numbered

ALTERNATOR {Leece-Neville BLP4024N} Brushless, 12 Volt, 325 Amp Capacity, Pad Mount, with Remote Sense

ANTENNA Shark Fin, Roof Mounted

BATTERY BOX Steel, with Powder Coat Sliding Tray, 25.25" Wide, for Standard Batteries, 1-3 Battery Capacity, Mounted Left Side Behind Front Axle Perpendicular to Frame Rail

BATTERY DISCONNECT SWITCH {Cole-Hersee 75920-06} 300 Amp, Disconnects Charging Circuits, Locks with Padlock, Battery Box Mounted

BATTERY SYSTEM {Fleetrite} Maintenance-Free, (3) 12-Volt 1980CCA Total, Top Threaded Stud

BRAKE WARNING INDICATOR Light and Audible Alarm; Parking Brake/Motion Warning System for Engaged Parking Brake

BK WARN IND,PARK BK NOT SET Visual and Audible Alarm, Active Upon Ignition Off and Parking Brake Not Set, Reminder to Set Parking Brake

CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses

COLLISION MITIGATION SYSTEM Omit

HEADLIGHT WARNING BUZZER Sounds When Head Light Switch is on and Ignition Switch is in "Off" Position

HEADLIGHTS Halogen, with Daytime Running Lights, Automatic Twilight Controlled

HEADLIGHTS ON W/WIPERS Headlights Will Automatically Turn On if Windshield Wipers are Turned On

HORN, ELECTRIC (2) Trumpet Style

INDICATOR, LOW COOLANT LEVEL with Audible Alarm

RADIO AM/FM/USB Input/Auxiliary Input, Includes Wiring and Antenna, with Public Address System

STARTING MOTOR {Mitsubishi Electric Automotive America 90P47} 12-Volt, with Soft-Start

TELEMATICS SYSTEM {ZONAR SYSTEMS V3} Installation Package, Less System; Includes Power Connector, J1939 Datalink Connector, Stop Arm and Entrance Door Inputs, Located Inside Dash Center Panel for Customer Installed Zonar V3 Module

TURN SIGNALS, FRONT Dual Face, LED, Amber/Amber, Mounted on Top of Fender, Used with Standard Flush Mounted Front Turn Signal, Side Marker Lamps, Parking Lights and Reflectors

FRONT END

Description

FRONT END Tilting, Fiberglass, with Three Piece Construction, Dual Air Intakes

BUG SCREEN Mounted Behind Grille

GRILLE Molded in Black, with Chrome Surround

HOOD TILT ASSIST {EASY TILT} Mechanical

LOGOS EXTERIOR Model Badges

LOGOS EXTERIOR, ENGINE Badges

SPEEDOMETER, TOOLS, MISC

CHASSIS PAINT Full Chassis

CONNECTED PLATFORM Includes Connectivity Module and Five Year Data Plan

MUD FLAPS, FRONT WHEELS (2) Rubber, Mounted on Fender Extension

PAINT SCHEMATIC, PT-1 Single Color, Design 100

Includes

: PAINT SCHEMATIC ID LETTERS "NB"

PAINT TYPE Urethane, One or Two Colors, Other than Imron or International.

PROMOTIONAL PACKAGE 7 Year Unlimited Miles/km Warranty, Limited Time Program for Allison 2500 Series Transmission on School and Commercial Buses (Supplied directly through Allison)

ENTRANCE DR COVERAGE CREDIT Bus Entrance Door Service Contract Coverage Credit

FUEL TANKS

FUEL TANK Top Draw, Steel, Rectangular, 100 US Gal (379L), Includes Protective Cage, Mounted Between Frame Rails and Behind Rear Axle

DEF TANK 16.5 US Gal (62.5L) Capacity, Frame Mounted Outside Right Rail, Behind 0 Bow

FUEL/WATER SEPARATOR {Racor 400 Series,} 12 VDC Electric Heater, Includes Pre-Heater, with Primer Pump, Includes Water-in-Fuel Sensor

LOCATION FUEL/WATER SEPARATOR Mounted Under Hood, Left Side, Above Front Axle

WHEELS, TIRES - FRONT

WHEELS, FRONT {Accuride 51408} DISC; 22.5x8.25 Rims, Powder Coat Steel, 2-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs

(2) TIRE, FRONT 11R22.5 Load Range H R89 ALL POSITION (PIRELLI), 501 rev/mile, 75 MPH, All-Position

WHEELS, TIRES - REAR

WHEELS, REAR {Accuride 51408} DUAL DISC; 22.5x8.25 Rims, Powder Coat Steel, 2-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs

(4) TIRE, REAR 11R22.5 Load Range H R89 CS (PIRELLI), 494 rev/mile, 75 MPH, Drive

BODY FEATURES

BUMPER, REAR Painted, 12" High, 3/16" Thick

SUPPORTS, REAR BUMPER Bolted to Frame

Vehicle Specifications
2027 CE SCHOOL BUS (PB110)

December 15, 2025

Description

BODY, REAR Includes Emergency Door

BOWS, ROOF 14 ga., One Piece Construction

Includes

: BOWS, ROOF Positioned Floor Line to Floor Line, Threaded Through Roof Strainers and Drip Rail

FASTENERS, HEADLINER Rivets

FLOOR, BODY with Wheel Wells

HANDLE, ASSIST Windshield Side Mounted, Left and Right, Chrome

HEADLINER, BODY Conventional; 25'11"-35'08" Body Length, Perforated Full Length with Sound Insulation Full Length

LIGHT BARS Plastic

LINING, SIDE INTERIOR, LOWER Embossed Steel, Clear Coated

RAILS, WRAP-AROUND Just Below Window Line

RUB RAILS, BODY (4) Conventional; Steel, 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", 35'8" Body Lengths, Includes Snow Rail

Includes

: RUB RAILS Full Length, Primer Coated (Both Sides), Attached to Body without Cuts or Splices

SEALER Extra; Sidewall to Floor, In Wheel Pocket Area, and Rear Wall to Floor

SIDE SHEET, BODY, EXTERIOR Conventional, 16ga., Smooth, 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", 35'8" Body Lengths

SKIRT, BODY Conventional, 20", 16ga., 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", 35'8" Body Lengths

Includes

: SKIRT, BODY Extra Smooth Steel Supported by Floor Gussets

STEP, FRONT ENTRANCE DOOR 27 1/4" Depth; 14ga Steel, Formed Treads, Naviflex Finish

TIE DOWNS, BODY Grade 8 Bolts, Every Body Section

Includes

: TIE DOWNS, BODY with Formed Tab that Fits into Floor Structure to Prevent Turning

COVER, REAR DOOR INSIDE HANDLE Partial Coverage

DOOR, ENTRANCE, FRONT Electric, Outward Opening, with Single Pane Glass

FASTENERS, REAR DOOR Lag Screws, Rear Door To Body

HANDLE, ASSIST, ENTRANCE DOOR Outside Entrance

HANDLE, EXTERIOR, REAR Emergency Door; Chrome

HOLD BACK, REAR DOOR Stationary, No Cables, with Plastic Cover

KEYS ALIKE, LOCKS Entrance Door, 545 Keys

LATCH, REAR DOOR One Point Slide Bar, Cam Operated, with One Inch Stroke

LOCK, ENTRANCE DOOR in External Release, with Key

LOCK, REAR DOOR with Ignition Starter Interlock, Located at Bottom Edge of Rear Buzzer Box

COMPARTMENT, DRIVER STORAGE Bin, Sized to Hold Three Ring Binder, Includes (1) USB-A Port and (1) USB-C Port

COMPARTMENT, LUGGAGE, LT MID 87" x 24" x 22"

Includes

: HINGES Rubber

: LATCH, T-HANDLE, LOCKING Stainless Steel

Vehicle Specifications
2027 CE SCHOOL BUS (PB110)

December 15, 2025

Description

COMPARTMENT, LUGGAGE, RT MID 79" X 24" X 22"

Includes

: HINGES Rubber

: LATCH, T-HANDLE, LOCKING Stainless Steel

HOLD DOWN, BATTERY For Up To 3 Batteries

LUGGAGE RACK, INTERIOR Tubular, Below Light Bar, 20 Bow

WASTE CONTAINER Removable, Located in Driver Area

INSULATION, ROOF/SIDES/BULKHEAD 1.5"

NOISE REDUCTION, ROOF BOW Conventional; Insulation, 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", 35'8" Body Lengths

UNDERCOAT, BODY Fire Resistant, Water Based, TT-C-730 Spec

Includes

: UNDERCOATING Performed Before and After Mounting on Chassis

UNDERCOAT, FLOOR/STEPWLL/SIDES for Engine Noise Reduction

BODY CERTIFICATION TAG Metal

BODY TAG, METAL Capacity to Include the Total Number of Passengers

LETTERS, BATTERY COMPARTMENT (01) Decal; "Battery"; 1" Black Letters, Centered on Standard Battery Box

LETTERS, DEF, I.D. Decal; "DEF ONLY", 1" Black, on DEF Filler Door

LETTERS, DOOR, REAR Decals; "EMERGENCY DOOR", 2" Black Letters Inside and Outside

LETTERS, FUEL I.D. Decal; "DIESEL FUEL", 2" Black, Adjacent to Fuel Filler Door

LETTERS, HEADER Decal; "WATCH YOUR STEP", 1" Black, Above Windshield

LETTERS, E/E WINDOW, LEFT (2) Decal Sets, "EMERGENCY EXIT", Black Inside and Outside

LETTERS, E/E WINDOW, RIGHT (2) Decal Sets, "EMERGENCY EXIT", Black, Inside and Outside

LETTERS, SCHOOL BUS FRONT/REAR Decal; "SCHOOL BUS"; with 8" Black Reflective Letters, 3M Fluorescent Diamond Grade, Yellow On Front and Rear Cap

LETTERS, STEPWELL Decal, "WATCH YOUR STEP", 2.5" Black, Behind Door on Step Riser

LOGO, ROOF LINE Decal; Wing and Shield, First Body Section, Above Driver Window and Entrance Door Over Driver Window and Entrance Door

OPERATING INSTRUCTIONS, REAR Decal, Inside Rear Emergency Door

PAINT COLOR, BODY INTERIOR 9384 Spring White

PAINT COLOR, BODY EXTERIOR 4421 School Bus Yellow

PAINT COLOR, BUMPER Rear, 0001 Canyon Black

PAINT FLASHER BACKGRD 0001 Canyon Black

PAINT HOOD AND FENDER To Match Body Exterior

PAINT, RUB RAIL Flange to Flange, Including Top Flange of Window Line Rub Rail

PAINT COLOR, RUB RAILS 0001 Canyon Black

PAINT STREAMER On Roof, Both Sides 1" Above Drip Rail, 0001 Canyon Black

PAINT, WINDOW BOW CAPS 0001 Canyon Black, Side Only

Description

SEAL, RUB RAILS Top Edge, All Rails

STRIPING, BUMPER (4) Decal, Non-contrasting, Front and Rear

STRIPING, E/E WINDOW, LEFT {3M} (02) Perimeter, 1" Yellow Fluorescent Diamond Grade

STRIPING, E/E WINDOW, RIGHT {3M} (02) Perimeter, 1" Yellow Fluorescent Diamond Grade

STRIPING, PERIMETER, REAR Emergency Door, 1" Yellow Reflective

STRIPING, REAR END {3M} Yellow Fluorescent Diamond Grade, 1" Horizontal and 2" Vertical

STRIPING, ROOF HATCH, FRONT {3M} Decal, Perimeter, 1" Yellow Fluorescent Diamond Grade

STRIPING, ROOF HATCH, REAR {3M} Decal, Perimeter, 1" Yellow Fluorescent Diamond Grade

STRIPING, SEATLINE {3M} 2" Yellow Fluorescent Diamond Grade

WIRING DIAGRAM Schematic, Electrical

Includes

: ACCESS PANEL for Wiring Diagram Schematic Located on Inside of Electrical Panel Door, Below Driver Window

SUB FLOOR, PLYWOOD Conventional; B-C Exterior Grade, Less Sealed Edges, 5/8", 5 Ply, for 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", 35'8" Body Lengths

DISARM, POST TRIP INSPECTION Button Located on Light Bar at Rear of Bus

MONITOR, POST TRIP INSPECTION {Leave No Student Behind} Accessory Controlled, with Push Button Alarm Disable at Rear of Bus Prompts Driver to Walk to Back of Bus to Disable Alarm

SWITCH, LOCATION Steering Wheel; Includes Master Flasher, Flasher On/Off, Red Override, and Door Control

Includes

: SWITCH, STEERING WHEEL, LIGHT Includes Illuminated Switches

BODY FEATURES

WINDOW, DRIVER Storm

COLOR, WINDOW FRAME, PASS Passenger Window, Natural Aluminum Finish

WINDOW, E/E, LEFT (2) Vertical Hinge

WINDOW, E/E, RIGHT (2) Vertical Hinge

WINDOW, PASSENGER, TINT Conventional; 28% Light, Laminated Glass, 78" Headroom, with 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", 35'8" Body Lengths

WINDOW, SASH (16) 27" Sections, 9"x 23" Opening

WINDOW, SASH +9 SECTIONS (4) 9" x 32 1/4" Opening

WINDOW, STOPS 12" Opening, Only with 78" Headroom

AISLE POSITION Center, for balanced seating

FLOOR COVERING, COLOR Blue

FLOOR COVERING, TRIM Aluminum

FLOOR COVERING, TYPE {Koroseal} All Body Lengths

STEP TREADS {Koroseal} Pebble White Nosing Only, with Non-Metal Backing, used with Formed Treaded Steps

WHEEL POCKET COVER Plastic, ABS

Vehicle Specifications
2027 CE SCHOOL BUS (PB110)

December 15, 2025

Description

AIR CONDITIONER, BODY IC Air, 120,000 BTU, Evaporators FM55 Front & Rear Flush Mounted, Condenser R120 Rooftop Mounted, Compressors TM21, with EC4.0 Control System

AIR FOIL Mounted Top, Rear of Vehicle, Yellow

FAN, DEFOG LEFT CENTER 6.50" Diameter, Black, Mounted Left of Center Post, 2-Speed Switch in Panel

FAN, DEFOG RIGHT CENTER 6.50" Diameter, Black, Mounted Over Windshield, 6" Right of Centerline, 2 Speed Switch in Panel

HEATER, PASS, LT MIDSHIP 1ST 84,500 BTU

Includes

: AIR FILTER

HEATER, PASS, LT REAR 84,500 BTU

Includes

: AIR FILTER

HEATER, STEPWELL with Fixed Angle Louver to Door Glass

HEATER, WATER PUMP {2 MPU 12} Self Priming, with Plastic Housing

ROOF HATCH, FRONT {Specialty Hybrid Adv H1975-025-191-0F} Emergency Exit with Outside Release, Alarm, English Decals

ROOF HATCH, REAR {Specialty Hybrid Adv H1975-025-191-0F} Emergency Exit with Outside Release, Alarm, English Decals

ROOF VENT, FRONT Static

ARM REST, DRIVER Left and Right

SEAT, DRIVER {National 2000SC} Self Contained with Compressor, High Back, with Mechanical Lumbar

Includes

: SEAT BELT, DRIVER Adjustable D-Loop Seat Belt, Single Locking Retractor

UPHOLSTERY, BARRIER, TYPE (1-2) Prevaill, 52 oz.

UPHOLSTERY, DRIVER SEAT, COLOR Drivers Seat, Graphite

UPHOLSTERY, DRIVER SEAT, STYLE Plain, with Cloth Insert

UPHOLSTERY, DRIVER SEAT, TYPE Prevaill, 42 oz.

BARRIER, CRASH, AFT ENTRY DOOR 39", 2 Leg

BARRIER, CRASH, AFT DRIVER 39", 1 Leg

HAND RAIL, ENTRANCE DOOR, AFT Dual Height Stainless Steel, Upper Rail 1.25" OD 28" Above Floor, Lower Rail 1" OD

HAND RAIL, ENTRANCE DOOR, FWD Dual Height Stainless Steel, Upper Rail 1.25" OD 28" Above Floor, Lower Rail 1" OD

PANEL, MODESTY, AFT ENTR DOOR Mounted Under Barrier

PANEL, MODESTY, AFT OF DRIVER Mounted Under Barrier

SEAT BELT, DRIVER, COLOR with Blaze Orange Seat Belt Webbing

SEAT BACK, PASSENGER High Back

SEAT, 26", WALL, LT (01)

SEAT, 39", WALL, LT (11)

SEAT, 39", WALL, RT (12)

UPHOLSTERY, PASS SEATS, COLOR Blue, for Seats, Barriers and Head Bumpers

UPHOLSTERY, PASS SEATS, TYPE Prevaill, 42 oz.; for (23-24) Seats

Description

CUSHION, SEAT 15" Depth

SHOULDER RAILS, PADDED Conventional Bus; with 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", 35'8" Body Lengths

UPHOLSTERY, SEAT, STITCHING Single

BODY FEATURES

INSULATION, FUEL FILLER Rubber Isolator for Fuel Filler when Exhaust are on Same Side

ALARM, BACKING {Ecco #850} 112 dB

CIRCUIT, PROTECTION Breakers, Manual Reset in Lieu of Fuses

FLASHER SYSTEM (8) Warning Lights, 8-Lamp System, Electronic Relay Flasher, Sequential Operation, Red Lights Activate after Amber Lights, Lights Deactivate with Door Closing

HOOD, WARNING LAMP (4) Black, 8-Lamp System, One Hood Above Two Lights

LIGHT, ENTRY DOOR {Sound Off/OptiLuxx} LED; 4" Oval; Light Mounted in Skirt Behind Entrance Door, Wired To Step Light

LIGHT, EXTERIOR, CHECK Automatically Activates Lights for Pre Trip Inspection

LIGHT, INDIC, WARNING LIGHTS Red and Amber

Includes

: LIGHTS, WARNING Indicator Located in Instrument Cluster

LIGHT, STEP {Sound Off/OptiLuxx} 4" Round LED, White, Wired to Clearance Lights, Operated by Entrance Door

LIGHT, STROBE LED, Specialty Man. Co. 845-3020, Low Profile, Double Flash, 3.60" High

LIGHT, STROBE, GUARD Brush Guard; for Strobe Light 3" to 5" High

LIGHTS, BACK UP (2) {Sound Off/OptiLuxx} LED, 7" Round Clear

LIGHTS, CLUSTER {Truck Lite} LED; Amber Front and Red Rear

LIGHTS, DIRECTIONAL, REAR (2) {Sound Off/OptiLuxx} LED, 7" Round Amber

LIGHTS, DIRECTIONAL, SIDE {Sound Off/OptiLuxx} (2) Slim-Line LED Armored, Amber, (1) Each Side First Section Aft Entrance Door

LIGHTS, DOME LED, Rectangular Recessed Type, Two Full Rows, for 29'08", 30'05", 31'02", 31'11", 32'08", 33'05" Body Lengths

LIGHTS, DOME, DRIVER (1) LED, Rectangular, Mounted in Light Bar in Ceiling, with Separate Switch

LIGHTS, MARKER, FRONT & REAR LED, Flush Mount, Amber Front and Red Rear

LIGHTS, MARKER, SIDE, INTERMED LED, Amber, Flush Mount, Intermediate, Centered, Required for Units 30 Foot or Longer

LIGHTS, STOP (2) {Sound Off/OptiLuxx} and Tail; 7" Round LED, Red

LIGHTS, TAIL, LICENSE PLATE (2) 4" Red with Light Window

LIGHTS, WARNING (8) {Sound Off/OptiLuxx} (4) 7" Round Red Strobing LED and (4) 7" Round Amber Strobing LED, 2 Front, 2 Rear Each Color

SPEAKERS AND WIRING (8) Flush Mounted In Light Bar

STOP ARM, FRONT Electric, Composite Blade, 18" Octagon, Double Sided, 1/2" White Border, Hi Intensity Grade, Strobing LED Lights

STOP ARM, LEFT REAR Electric, Composite Blade, 18" Octagon, Single Sided, 1/2" White Border, Hi Intensity Grade, Strobing LED Lights

SWITCH, DOME LIGHTS, DIMMER for All Passenger Dome Lights

SWITCH, DOME LIGHTS, SPLIT Front and Rear Operated with Separate 2 Position Switch, Quantity of Lights Split Equally

Description

SWITCH, INTERRUPT CROSS GATE Single Cycle; with Auto Reset, Located In Driver Compartment

SWITCH, MASTER FLASHER Omit Master Flasher Switch, 8-Lamp System

SWITCH, NOISE SUPPRESSION Actuator Legend States, "NOISE SUPP ", for Separate Solenoid, with Red Switch in Panel

SWITCH, REAR DOOR BUZZER for Emergency Door

WIRING MOD, DOME LIGHTS Mounted in Ceiling

MIRROR, CROSS VIEW, EXTERIOR (2) {Rosco High Definition} Black, Heated, with LED Downlit Front Lighting Activated when Headlights are on and Stop Arm is Extended

MIRROR, INSIDE 6" x 30", Clear Safety Glass, Metal Back, Round Corners

MIRROR, REAR VIEW, EXTERIOR {Rosco Open-View} Black, Motorized Head, Heated, Detent Breakaway Brackets

VISOR, INTERIOR, DRIVER LEFT 10" X 27" for Driver's Window

VISOR, INTERIOR, LEFT FRONT 6" x 30", Transparent, For Left Windshield

COMPARTMENT ABOVE DRIVER Left of the Driver

Includes

: COMPARTMENT ABOVE DRIVER Compartment Size: 39" x 10" x 10"

: HINGES Piano Type

FIRE EXTINGUISHER 5 lb 3A-40BC Minimum, with Flexible Hose and Metal Nozzle

FIRE EXTINGUISHER, FRONT LOC Located Behind Driver Seat

KIT, BODY FLUID Nebraska

KIT, FIRST AID Plastic; 24 Unit, Spec State

LATCH, COMPARTMENT Locking, for Overhead Storage Compartment

LOCATION, BODY FLUID KIT on Bulkhead

LOCATION, FIRST AID KIT Right Side Front Bulkhead with Screws

PADDING COMPART ABOVE DRIVER Window; Safety Equipment Compartment, with Cutout for Dome Light

REFLECTORS, REAR (2) 3", Red, Adhesive Back

REFLECTORS, SIDE, FRONT (2) 3", Amber; Adhesive Back, 1 Aft Drivers Window Left, 1 Aft Entrance Door Right

REFLECTORS, SIDE, INTERMEDIATE (2) 3" Amber, 1 Each Side, Below The Third Rub Rail From the Top, Adhesive Back

REFLECTORS, SIDE, REAR (2) 3", Red, Adhesive Back

SAFETY TRIANGLES Warning Reflectors, Mounted on Floor Between Driver Seat and Drivers Crash Barrier/Stanchion/Partition

CUTTER, SEAT BELT {TIE TECH Safecut} for Cutting Seat Belts

CUTTER, SEAT BELT, LOCATION Mounted on Panel Left of Driver

DEF FILLER DOOR with Locking Latch

FENDERS, RUBBER, REAR (2)

FUEL FILLER DOOR with Non-Locking Latch

FUEL FILLER PIPE Low Profile Neck Cap and Vent Hosing, for Use with Right Side Fill for Between the Rail Fuel Tanks, for Above the Floor Fuel Fill, for 25 GPM Fill Rate Only

INSPECTION PLATE Fuel Sending Unit 8" x 8" Steel

MUD FLAPS, REAR WHEELS (2) Rubber

Description

SIGN, DESTINATION, FRONT Omit

SIGN, DESTINATION, REAR Omit

Services Section:

WARRANTY

WARRANTY Standard for CE, RE, BE School Bus Models, Effective with Vehicles Built March 1, 2017 or Later, CTS-3304H

SERVICES, TOWING {International} Service Call to 24-Month/Unlimited Mileage to the Nearest IC Bus Dealer for Navistar Warrantable Failure as Contract Defined; Includes Engine Failure if Supplier Declines Tow Coverage & ESC Supplied thru Navistar; \$550 (USA) Maximum Benefit per Incident

SRV CONTRACT, ENTRANCE DOOR {International} 3 Year/Unlimited Miles, Entrance Door Policy

SRV CONTRACT, EXT VEH COVERAGE {International} To 36-Month/50,000 Miles (80,000 km), Covers 100% Parts and Labor; Includes Body; Excludes Extending Warranty for Engine, Transmission, Perforation or Corrosion of Cab/Cowl Structure and Paint

BODY FEATURES

WARRANTY 5-Year, Limited

Quote

Quote ID: QU6805

Revision: 1

Bill To : 316878

WAKEFIELD HIGH SCHOOL
 802 HIGHLAND ST
 WAKEFIELD, NE 68784
 USA

Ship To : WAKEFIELD HIGH SCHOOL

802 HIGHLAND ST
 WAKEFIELD, NE 68784
 USA

Quote Date: 6/9/2026

Expir. Date : 7/10/2026 12:00:00 AM

Contact :

Currency Type : USD

A/R Terms : NET 30

Sales Rep. Randall Coburn – RandallC@ucsspirit.com

Line Nbr	Item ID / Item Name	Revision Item ID	Unit Price	Req Qty	Extended Price
2	519-1374 7.5' X 40' TRACK CROSSOVER MAT RETAIL: \$699 BORDER COLOR TBD		\$525.00	2.00 EA	\$1,050.00
3	519-1375 7.5' X 50' TRACK CROSSOVER MAT RETAIL: \$841 BORDER COLOR TBD		\$659.00	1.00 EA	\$659.00
7	519-1299GRY CUSTOM SIZE MESH SAND PIT COVER RETAIL: \$1,890 FINISH SIZE: 10' x 27' 270sf COLOR(S) TBD	GRY	\$1,215.00	4.00 SF	\$4,860.00
8	519-LGSC LOGO APPLICATION F/ SAND PIT COVER RETAIL: \$855		\$500.00	4.00 EA	\$2,000.00

Total :	\$8,569.00
Sales Tax:	\$0.00
Estimated Ship Charge	\$741.00
Total Extended Price :	\$9,310.00

TERMS AND CONDITIONS

Quote

Quote ID: QU6805

Revision: 1

- Shipping fees are calculated considering standard delivery environments. Special situations such as inside delivery lift gate service, etc will require additional fees.
- Shipping quote is based on current rate and is subject to change.
- Split shipments allowed by request- shipped items will be billed accordingly with agreed payment terms and shipping costs.
- Drivers are not required to provide assistance unloading the truck when delivery arrives. Please be sure to have appropriate resources and equipment for unloading upon delivery or ask for special services when placing order.

Upon Receipt: observe the entire shipment for visible damage & the correct number of pieces:

- Notate any damage or shortage on all copies of the freight bill.
- Sign for the number of pieces, not the number of pallets.
- Unpack immediately to check for possible damage. If damage (hidden/ concealed) is discovered, save the packaging, immediately report the damage to carrier & request an inspection. Contact UCS via email info@UCSSpirit.com and your sales representative.

Returns: Do not return damaged items to UCS without prior written authorization and a UCS issued RMA number:

- Product must be new, unused, and in original packaging. Custom manufactured and made to order products are not returnable.
- Return must be made within 30 days of product delivery. A restock fee may be charged for returns.
- Customer is responsible for return shipping charges.
- Credit will be applied to account within 10 days of receipt of your product at UCS.

When placing order:

- Please specify all colors when placing order and confirm all quantities.
- All PO's subject to credit approval. First time orders may be subject to pre-pay basis.
- Architect approved submittals are required for all construction projects. UCS will not enter orders until confirmed by the contractor.
- Contractor is responsible for obtaining all current and up to date installation instructions for all models.

Credit card payments greater than \$10,000 subject to additional 3% fee.

To Secure an order, email a PO to debbieh@ucsspirit.com and your sales representative in copy accompanied by this quote.

If you have any questions or need any other assistance, do not hesitate to contact me at: (704) 732-9922

Special Instructions

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AMANDA DABNEY ^{NE, WY}

SHARI RUSSELL, Paralegal

M E M O R A N D U M

To: KSB Policy Service Subscribers

FROM: KSB School Law

DATE: May 26, 2026

RE: Annual Policy Updates

It's time for the 2026 KSB School Law policy updates. Below, we discuss the policy changes, the changes to our standard forms, and some issues raised by certain laws that do not require a policy change but present new obligations or information to know. As usual, we have broken these down into 3 sections: "Policy Changes;" "Forms Changes;" and "Other Issues to Consider."

Please keep in mind that most approved bills go into effect 3 months after the legislature adjourns. This year the Unicameral adjourned sine die on April 17, so the effective date of most bills will be July 17, 2026. If a bill has a specific effective date or an emergency clause, we'll note that. There are also a few bills that passed in previous sessions but go into effect this summer or for the 2026-27 school year. We'll note those, too.

To assist subscribers in implementing these changes and the other considerations laid out in this Memo, **KSB will hold a webinar on Monday, June 2, 2026, at 9:00 a.m. Central Time.** The link to join us live is [here](#). In the webinar, we will give a brief overview of the changes and then answer questions from attendees regarding the policies, forms, and other items noted. We will also record the webinar and post it in the KSB School Law portal in the Policy Updates section. Please contact us if you have any additional questions about the policy updates or portal.

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Policy Changes

REVISION OF POLICY 2008: MEETINGS

LB 596 eliminates the requirement to publish notice of meetings in a newspaper. Instead, the board selects the method. We strongly encourage all schools to provide official notice on the school's website. You can provide information about meetings in other ways, such as on social media or in your local paper, but this should be voluntary. The law requires your selected method of notice to be published in your meeting minutes, so be sure your minutes include the meeting notice publication method (website) when you implement this change.

Instead of newspaper publication for all meeting notices, the law adds a "notice of notice" publication requirement. Four times per year, in a newspaper of general circulation in the district, you must publish (1) your regular meeting schedule, (2) the location of regular meetings, and (3) your method of publishing meeting notices (website). There is no requirement that this occurs quarterly, just 4 times per year. In theory, you could publish this "notice of notice" 4 straight weeks in a weekly paper and be done for the year. Something like this would be sufficient:

[SCHOOL] generally schedules regular board meetings for the second Monday of each month. Regular meetings are typically held [LOCATION]. Official meeting notices for each regular and special meeting, including the date, time, and location, will be posted on the school district's website. Please check our website for all meeting notices as the date, time, or location may change.

We recommend that you publish your first "notice of notice" in your preferred newspaper of general circulation starting in July 2026 so that all future meeting notices (regular and special) after July 17, 2026, can be published on your website.

This revision is required.

REVISION OF POLICY 3003: BIDDING FOR CONSTRUCTION, REMODELING, REPAIR, OR SITE IMPROVEMENT

In general, when a school district “expends public funds for the construction, remodeling, or repair of any school-owned building or for site improvements,” the school district is required to advertise for and solicit competitive bids. However, the law provides an exception to this competitive bidding requirement when the “contemplated expenditure for the complete project” will not exceed a specific dollar amount. This statutory dollar amount is subject to adjustment by the State Board of Education every fifth year. In August 2025, the State Board updated the dollar amount of this threshold to \$136,000. Our recommended changes to Policy 3003 reflect this higher dollar amount for the projects that are exempt from the competitive bidding requirements.

This change is required.

REVISION OF POLICY 3003.1: BIDDING FOR CONSTRUCTION REMODELING REPAIR OR RELATED PROJECTS FINANCED WITH FEDERAL FUNDS

Effective October 1, 2025, the federal government updated the dollar thresholds for micro-purchases (from \$10,000 to \$15,000) and for purchases made pursuant to the simplified acquisition procedures (from \$250,000 to \$350,000). This policy has been updated to reflect these new dollar thresholds. We also updated some regulatory citations.

This change is required.

REVISION OF POLICY 3004.1: FISCAL MANAGEMENT FOR PURCHASING AND PROCUREMENT USING FEDERAL FUNDS

The federal government changed the micro-purchase (from \$10,000 to \$15,000) and simplified acquisition (from \$10,000 to \$15,000 and from \$250,000 to \$350,000) dollar amounts. In addition, NDE conducted desk audits and concluded that travel costs must now be included in this policy. The policy has been updated to reflect these changes.

This change is required.

REVISION OF POLICY 3048: COMMUNICABLE DISEASE

We revised this policy to align better with the admittedly confusing DHHS requirements in the DHHS regulations. The revisions give staff clearer steps to assess and respond to signs and symptoms of communicable disease. These revisions are timely given rising absenteeism rates, falling immunization rates, and more frequent reports of the potential transmission of communicable diseases (measles schmeasles, right?). You'll want to review this policy with your school nurse and other staff with health screening and reporting obligations.

This change is required.

REVISION OF POLICY 3057: TITLE IX (FULL VERSION)

The federal regulations (upon which the full version of Policy 3057 is based) define "sexual assault" by reference to a federal statute, which itself references the FBI's "uniform crime reporting system." This reporting system was updated in 2025, and the updates modified how certain sex offenses are defined. The prior, separate subdefinitions for sodomy, sexual assault with an object, and fondling have been removed in favor of more broad definitions of "rape" and "criminal sexual contact." The policy updates reflect the updated definitions.

If you use the full version of the policy, make sure your Title IX team members review and understand these new definitions. They replace definitions we encountered frequently over the last several years.

This change is required *if you use the "full" version of this policy.*

NEW POLICY 3061: ACH ORIGINATOR POLICY

If your school sends electronic payments through your bank, such as payroll direct deposits or vendor payments, your school is an ACH Originator under NACHA Operating Rules. The easiest way to confirm your status is to call your bank and ask whether you have an Originator Agreement on file. If the

answer is yes, you are an Originator. Simply receiving electronic payments does not make you an Originator.

Effective June 19, 2026, [NACHA](#) (the organization that governs the ACH network) requires all Originators to have a written fraud monitoring process in place for ACH transactions. This is a new requirement based on a rule change. We recommend you contact your bank(s) to determine if this policy is needed. Some or all of these measures may already be captured in your Originator Agreement with your bank. Your bank may also want to review the policy to determine if it aligns with their Originator Agreement.

We considered adding fraud monitoring and prevention measures to this policy. We know many banks include prevention procedures in their own systems. They vary, so we did not include a specific monitoring or verification system in the policy. We did not want to put something in writing that won't align with your practices. However, now is a good time to review and establish your own fraud protection and internal control measures. For example, your school may consider practices such as: 1) before sending any ACH payment, the District will receive a written, signed authorization and keep it on file; 2) the District will submit all ACH files through its bank's online portal using multi-factor authentication; 3) before acting on any new payment or any change to existing payment instructions over \$X, the District will confirm the information by a separate method, such as a phone call to a known number; 4) the District stores banking data securely and limits access to authorized staff only.

This policy is required if your district is an ACH Originator.

REVISION OF POLICY 4017: RELATIONS WITH EMPLOYEE COLLECTIVE BARGAINING ASSOCIATIONS

LB 429 basically requires schools to treat all “professional employee organizations” equally. They must have equal access to things like physical mailboxes, email, and bulletin boards. Schools cannot designate certain days or breaks by reference to a specific organization. For example, you can’t designate a time during inservice days as “XYZ Education Association Presentation.”

The existing policy accomplished some of these requirements already, but we made a few small tweaks to comply with some of the more vague concepts in LB 429. For example, a “professional employee organization” is one which offers “liability coverage” or “collective bargaining” assistance. In

theory, a local insurance agent (think Farm Bureau) could say they are a “professional employee organization” and thereby want access to your commons area during inservice days, email, mailboxes, etc. We’ll explain some of the intended and unintended consequences of the bill when we cover it during the policy webinar.

This change is required.

REVISION OF POLICY 4019: WORKPLACE INJURY PREVENTION AND SAFETY COMMITTEE

Every public employer subject to the Nebraska Workers’ Compensation Act is required to establish a safety committee that must adopt and maintain an effective written injury prevention program. This requirement has not changed. Previously, schools were required to establish the safety committee through the collective bargaining process. **LB 397** changes this requirement and now allows, but does not require, that the safety committee be established through the collective bargaining process. Policy 4019 has been updated to reflect this change.

This change is required.

REVISION OF POLICY 4056: RESIGNATION OF CERTIFICATED STAFF

This revision replaces an outdated reference to the Professional Practices Commission.

KSB NOTE: If you have not reviewed this policy recently, it’s a great time to do so. We strongly encourage schools to adopt the first option in the policy which uses the legal defaults for renewals and resignations. Schools that use the second option and include a specific date, especially if it’s after April 15, have been stung with late resignation requests even after staff have signed a renewal agreement for the next school year.

This change is required.

NEW POLICY 4065: STAFF USE OF AI TOOLS

We have had a student AI policy for several years, but staff are using ChatGPT, Gemini, Claude, and AI tools built into other software every day, and the risks are different from student use. This new policy is designed to work in concert with Policy 4012 on staff computer and internet use.

This policy has an AI tool approval process so that staff must obtain the permission of an upline administrator before putting student information into an AI tool. The same requirements for using student data with other classroom and educational apps (under COPPA, FERPA, etc.) apply equally to AI tools, yet most staff members are not vetting them the same way.

This policy also prohibits staff from using AI to make decisions like student grading that should be based on professional judgment. Finally, this policy includes detailed prohibitions on misuse of AI tools and guidelines on when it is permissible to use an AI recording or transcription tool.

This policy is not required, but you should strongly consider it in light of the existing legal requirements for vetting education software and apps.

REVISION OF POLICY 5001: COMPULSORY ATTENDANCE AND EXCESSIVE ABSENTEEISM

LB 937 provides more concrete processes for the excusal of absences for physical or mental illness. We updated the policy to reflect the process, which calls for verification from a certified medical professional. Additionally, LB 937 requires educational stability for students whose parents, guardians, or educational decisionmakers are subject to an active child abuse or neglect investigation from the Department of Health and Human Services and/or law enforcement. It prohibits their disenrollment or transfer for fourteen days, or unless otherwise permitted by the Department.

This change is required.

REVISION OF POLICY 5003: ADMISSION OF PART-TIME STUDENTS

LB 937 revised the part-time enrollment statute, yet again. This law has been changed more than Karen's shoes. Thankfully, this year's changes are fairly straightforward. The law has always allowed part-time enrollment of resident students, including for activity participation. Last year, the law created new enrollment rights for students attending private and exempt schools in other districts. Those rules have not changed.

This year, the Unicameral divided sports and activities into 3 buckets, with each bucket having a different number of minimum credit hours required to participate as a part-time enrollee. These are:

- (1) Activities regulated by an athletic/activities association (like NSAA): 5 credit hours;
- (2) Activities regulated by some other governing body (like FFA): the number of credit hours the school offers based on what the governing body requires; and
- (3) Activities not regulated by any governing body or athletic/activities association (like prom and chess club): the board may require up to 5 credit hours but can require fewer, even 0.

This change is required.

REVISION OF POLICY 5004: OPTION ENROLLMENT

LB 653 revised the option enrollment laws. Starting July 17, 2026, the law now requires school districts to "automatically accept" option enrollment applications of "siblings of options students enrolled in the option school district without regard to capacity limitations." In other words, from a practical standpoint, the only point in time at which a school district can deny an option application for all children who are considered siblings of one another is at the time that the first sibling applies for option enrollment.

By doing so, the new laws now make it relevant to a school district evaluating an option application whether granting the application of the individual student applying—or admitting the siblings of any such student

now or in the future—will exceed the district’s capacity limitations. We heard from many of you with questions and concerns about what this means.

We have prepared optional policy revisions. These say that a school district evaluating the application of any individual student can also consider whether admitting the student’s siblings (even if not applying at the moment) will exceed any capacity limitations. We’ve also developed updated versions of our option resolution, denial letter, and a new supplemental “application” you would use for this purpose.

If you do not choose to go with this new approach, there’s no updating you have to do to policy 5004. The new sibling acceptance requirement does not need to be in policy.

This change is optional. If you do not adopt this approach, there are no changes required to your option policy.

REVISION OF POLICY 5035: STUDENT DISCIPLINE

LB 653 revised the Student Discipline Act yet again this year. On the positive side, lawmakers added an exception to the suspension prohibition for pre-K through second-grade students. Schools may now suspend students in this age range for violent behavior “capable” of causing physical harm.

On the challenging side, LB 653 also heightened notice standards for both short- and long-term discipline, requiring additional disclosures about how a school responds to behaviors.

For short-term suspensions specifically, the requirements are more difficult to comply with at a practical level. Schools must now provide oral and written notice to the student and their parent, guardian, or educational decisionmaker before the suspension begins (“*Goss v. Lopez*”) and give the student an opportunity to present evidence prior to the suspension. Prior to this change, a simple conversation with the student was sufficient. Now, in theory, the student will have to sit in your office or remain in the building so you can provide this new “oral and written” notice to the student and parent, before sending the student home and starting the suspension. Keep in mind this new pre-suspension notice does not replace the requirement to send a letter home after the decision is made.

The law already requires principals to schedule a meeting with the student and parent(s) prior to the student returning to school from a short-term suspension. Now, the law says if a principal has not arranged that meeting, the parent can request one.

If these changes feel overwhelming and like you'll have to tweak your discipline processes and forms, welcome to the club. KSB will host a student discipline workshop to unpack these changes on June 18, which will include updated discipline forms. It will also be recorded if you can't make it that day. Consider [registering now](#) if you have not done so.

This change is required.

REVISION OF POLICY 5048: EMERGENCY RESPONSE TO LIFE THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

LB 457 (2025), now in statute section 79-227, requires schools to implement a policy to address general incidents of anaphylaxis involving students at school. The policy must be implemented as of July 1, 2026.

As discussed in the form change below, NDE and DHHS updated the standard anaphylaxis response protocol contained in NDE Rule 59. Policy 5048 already required the school district to comply with the protocol. LB 457 required slight tweaks to the policy, including (1) that a general response protocol does take the place of existing self-management plans, 504 plans, or IEPs already in place for specific students; and (2) that a copy of the policy and the protocols be included in every school handbook.

We also receive a lot of questions about who can sign the protocol form and who can train staff on any individual plans or the protocols. The protocol form requires the signature of a "Prescribing Health Care Practitioner," defined as "a certified registered nurse anesthetist, a certified nurse midwife, a dentist, an optometrist, a nurse practitioner, a pharmacist, a physician assistant, a physician, or a podiatrist credentialed under the Uniform Credentialing Act."

The training requirements are less strict. Someone like a school nurse, or other individual who can train staff on the medication of students, may provide the staff training. If you or your school nurse have any questions or concerns, reach out to one of us.

This policy revision (and updated protocol form) is required.

REVISION OF POLICY 6009: GRADE PLACEMENT AND ACADEMIC CREDITS OF TRANSFER STUDENTS

A few subscribers have flagged a recurring headache with students transferring back from exempt (home) schools or non-accredited schools: no verified curriculum, no transcript, and an increasingly familiar revolving-door pattern (family flips into exempt status after a truancy report or a teacher dispute, asks to re-enroll later, often timed around activity eligibility). We have revised 6009 for more clarity, including two new sections that apply only to non-accredited school students and returns from non-accredited schools.

The revision more explicitly decouples grade placement from credit. The principal can place a student at a high school grade for enrollment, activities eligibility, and age-cohort purposes—which addresses the NSAA constraint—while only awarding actual credit toward graduation on a course-by-course basis. This may be after the student demonstrates proficiency on a district-administered or district-approved assessment and/or based on a review of the curriculum, student work, and transcripts provided. That remains administrator discretion, just like it was in the previous version of this policy.

The revision also adds an assessment battery selected by the principal, written placement notice to parents, a provisional placement option so the student can start school while assessments are completed, a ten-day parent appeal to the superintendent, a default re-entry timing of "start of a semester" with superintendent discretion to allow exceptions, and a cross-reference to the applicable state activities association rules for extracurricular eligibility.

This policy revision is optional.

REVISION OF POLICY 6038: STUDENT USE OF AI TOOLS

AI has changed a lot since we first drafted 6038, and the policy needed to catch up. The revised version keeps the rule that has been working—students cannot use AI on an assignment unless the teacher has

specifically approved it. The major additions are an explicit list of prohibited uses (AI deepfakes and other AI-generated harassment, nonconsensual intimate images of real people, putting classmates' personal information into AI tools, and using AI to get around accommodations or content filters); a carve-out for AI approved as assistive technology through the IEP or Section 504 process; and authority to reach off-campus AI conduct that disrupts school.

This policy, and the changes, are optional.

NEW POLICY 6046: RIGHT TO ACCESS SCHOOL LIBRARY MATERIALS

LB 390 (2025) requires each school board of a public school district to adopt a policy relating to access by a parent, guardian, or educational decisionmaker to certain school library information. The new policy provides parents, guardians, and educational decisionmakers the right to access a catalog of all books in the school district's library and the right to opt into certain notifications when their student checks out a library book.

The law does not specify a specific method by which school districts must distribute the request for notification form, or how parents can submit such requests. We recommend that you think about whether you want to require submission of a written form or will allow an alternative method of requesting notification. We have included a simple placeholder in the student handbook, as well, in the event you choose to handle the "opt in" process via handbooks.

The deadline for adopting this policy is "for implementation at the beginning of the 2026-27 school year."

This policy is required.

Form Changes

Special Education Procedures

Special education compliance is, unfortunately, an ever-moving target. We revised the procedures slightly, adding timelines for initial evaluations—districts must complete them within 45 school days or 60 calendar days, whichever comes first. This has always been the law, but it wasn't spelled out in the procedures (because it has always been the law). Please note: if the Department ordered your district to modify its procedures, this draft may not reflect what you currently have in place. We have maintained, and continue to maintain, that these procedures comply with the law and meet all required legal standards. **This procedure change is required.**

Policy 5004 - Related Option Enrollment Resources

These optional policy updates include three update resources for your option enrollment program: (1) an update board resolution on option enrollment; (2) a supplemental application for parents applying for option enrollment to supplement the information on the NDE form; and (3) an updated supplemental denial letter that many schools use alongside NDE's form when an application is denied.

You should only use these updated documents if you implement the optional policy changes. *If you implement the optional policy changes, you must approve the updated option resolution prior to using those new sibling criteria.*

This supplemental application is designed to provide you with the relevant information that you will need in order to be in a position to accept or reject an application, in light of all of the siblings who may gain the right to automatic acceptance once the first sibling is accepted. **These form changes are required if you adopt the new sibling consideration provisions.**

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

DHHS and NDE have updated this protocol form. You should replace your existing form with this updated version if you haven't already. The differences are subtle but important. For example, the student's weight

dictating when to use a junior epinephrine dose compared to an adult dose increased from 50 to 60 pounds. NDE Rule 59 is the binding regulation on schools, so that is the version of the form we have now included in the policy service. This protocol form is functionally your policy and what will be used to train staff. As noted above, the policy and form must also be in “all” school handbooks. **This form change is required.**

Policy 6046 - Right to Request Notification of Library Books

These updates include an optional form for you to use for parents who decide to request notification that their student has checked out a library book, as addressed in new Policy 6046. **This form isn’t required** if you choose to allow opt-ins another way.

Other Issues To Consider

LB 258: Minimum Wage

LB 258 revises the way in which the state minimum wage is calculated. The current state minimum wage is \$15.00 per hour. The minimum wage must be increased each January 1st by one and three-quarters percent. Different, lower rates may be paid to student learners and “youth” (14- and 15-year-olds who are not emancipated minors). **Section 48-1202(2) specifically excludes Nebraska public school districts from the definition of “employer” to which the minimum wage applies.** Therefore, the federal minimum wage of \$7.25 per hour applies to Nebraska school districts. **However**, there are retirement implications if the school does not pay at least the state minimum wage. Section 79-902 says that “[c]reditable service does not include . . . services rendered for which the retirement board determines that the member was paid less in compensation than the minimum wage as provided in the Wage and Hour Act.” In other words, if your school pays classified staff a rate below NE minimum wage, there won’t be creditable service given for those activities under the school plan. That may also mean modifying wages mid-school year, when the state minimum wage changes.

LB 383 (2025): Sexting Laws and Parent Consent for Social Media Accounts

LB 383, enacted in 2025, created the Child Sexual Abuse Material Prevention Act. This is the law that now contains many of Nebraska’s

“sexting” statutes, new and old. For example, it criminalizes the creation of AI or “computer-generated” content depicting minors. You often hear these referred to as “deep fakes.” While the law raises some interesting constitutional issues in terms of criminal enforcement, it actually helps schools address “deep fakes” and similar generated content. The Student Discipline Act permits discipline for a violation of Nebraska law, including these laws. None of these changes made by LB 383 required policy updates last year, but they will continue to shape our digital citizenship presentations and your digital citizenship education efforts.

Here’s what’s new. LB 383 also created the Parental Rights in Social Media Act. It is set to take effect July 1, 2026. Essentially, any person creating a social media account must go through an age verification process. The law prohibits any “minor” from creating a social media account. “Minor” is defined as an individual “known or reasonably believed by a social media platform to be under eighteen years of age.” The law only permits a minor to have an account if a parent consents, signs an oath, and completes an age verification process on behalf of the child. Even a 17-year-old senior in high school will need parent consent to hold an account if the law takes effect. Any social media company that violates the new consent requirements can be fined up to \$2,500 per violation.

Of course, social media companies including Meta (Facebook, Instagram) and TikTok filed a lawsuit in Nebraska seeking to stop the law from taking effect on July 1. They have stopped the enforcement of similar laws in other states. If they are not successful in Nebraska, this will be a significant change across the state. Under current law, most students aged 13 or older can establish their own accounts without parental consent or oversight. The only real safeguard is external parental controls (human and technological), which rely on the diligence of busy parents who are less technologically sophisticated than their kids. If the law goes into effect, we think it presents a good opportunity to educate parents on its requirements and also their role as digital parents.

LB 745: High School Equivalency Diploma

LB 745 removes the age restriction and waiting period previously required to obtain a high school equivalency diploma in Nebraska. Under the old law, applicants had to be at least 18 years old and wait until their former graduating class had been out of school for at least one year. The new law eliminates both of those requirements entirely. The bill retains the existing eligibility criteria: applicants must still establish 30-day Nebraska residency

(or have last earned credits at a Nebraska high school), and they must demonstrate educational achievement equivalent to a typical high school graduate through approved testing.

LB 803: Pink Postcards for Everyone!

LB 803 made changes to school districts' budget adoption procedures. Among other details, this will require all school districts (including at least one member of the board) to participate in a joint public hearing that must occur between July 1 and July 14. Although different components of LB 803 have different effective dates, the provisions affecting school district budget procedures will be **effective January 1, 2027**. In other words, school districts need not make changes to their budget adoption procedures for adopting the 2026–27 budget (by the end of September 2026). But you will see this again next year as we update policies and send out information on its impact for 2027-28 budgeting processes.

LB 824: NPERS 120 Days

LB 824 takes effect May 1, 2026 and changes the separation period for School Plan members from 180 days to 120 days. The new law also tightens the rules significantly. During the 120-day period, a member who terminates service and takes a distribution cannot perform any work for a School Plan employer, including substitute teaching, volunteering, independent contracting, or working through a third-party organization that serves School Plan employers. Schools need to pay close attention, because even informal arrangements like training a replacement, coaching, officiating/referring, or participating in programs like Teammates can be a violation. If NPERS finds that a true separation did not occur, the district must pay back contributions plus interest. Members who filed a valid distribution application before May 1, 2026 follow the old 180-day rules, which allow up to 8 days per calendar month of substitute or volunteer service. More information is available [here](#).

LB 935: Swatting

LB 935 creates a new criminal offense of swatting. A person commits the offense of swatting if such person:

- Knowingly makes, causes to be made, or directs a false or misleading report of criminal activity or a need for emergency medical services or assistance from firefighters;

- Such report is made to a law enforcement agency, public safety answering point, or any other emergency response organization;
- The person knows or reasonably should know the report is false or misleading; and
- The report results in the dispatch of law enforcement, firefighters, or emergency response personnel.

A typical violation is a Class I misdemeanor. However, a violation of the new law will be a Class II felony if the violation proximately: (1) results in serious bodily injury to any person or (2) causes a law enforcement officer to deploy or threaten to deploy deadly force. A violation of the new law will be a Class IB felony if the violation proximately results in the death of any person.

LB 935: Attorney Fees

LB 935 allows a political subdivision to request an award of costs and attorney's fees if: (1) the political subdivision is a defendant against a claim that is frivolous or intended primarily to harass the political subdivision or its public officials; or (2) another party asserts a defense against a claim of the political subdivision and such defense is frivolous or intended primarily to harass the political subdivision or its public officials.

LB 940: Color Additives

Beginning August 1, 2027, public schools may not offer or make available to any student any food served as part of a school meal that contains the following color additives: Blue No. 1; Blue No. 2; Green No. 3; Red No. 40; Yellow No. 5; or Yellow No. 6. A "school meal" means a meal served pursuant to the federal Richard B. Russell National School Lunch Act or the federal Child Nutrition Act of 1966, and does not include any other food offered or made available to students.

LB 1126: Public-Private Partnership Contracts

Part of LB 1126 amended the *Political Subdivisions Construction Alternatives Act* to add a new project delivery system: public-private partnership contracts. The new law contemplates that school districts can enter into a public-private partnership contract as a method "for construction or financing of capital projects or procurement of services" in response to unsolicited proposals. If a school district is interested in using this project delivery system, the law requires that it adopt specific policies for entering into these contracts. We will have such optional policies available in the future for your use. If you have more questions about this alternative, please contact us.

KSB Evaluation Platform Suite

We are also excited to announce that the KSB Board Self Evaluation Platform is now live and available for use. Board self evaluation is essential to overall school district success and we've worked closely with several prominent administrators across the state to make sure this tool is a valuable resource for you and your district. We have a short video about the board self evaluation [here](#).

This addition completes our suite of evaluation platforms aligned across all of your district leadership - superintendent, principal and building administrator, and board self evaluation. If you subscribed to the evaluation platform during the 2025-26 school year, your district has access to this module at no additional charge. If you have not yet subscribed to the evaluation portion of the platform, [please visit our website for more information](#) and don't hesitate to reach out.

CONCLUSION

It is all too easy to adopt policies that look good but that do not actually reflect how the school operates or assist the school in accomplishing its goals. Every year, we stress that it is very important to us to provide you with a working, useful set of policies and ongoing ***policy service***. For our Complete Service subscribers, there is no additional charge for revisions to our policies or consultation about them. Please don't hesitate to contact any of us with questions about the updates or other policies. Our group e-mail address is ksb@ksbschoollaw.com.

2008 Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

~~The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.~~

Method of Publishing Notice of Meetings. The board will publish reasonable advanced notice of all meetings on its website. The notice will contain a statement that the current agenda is available for inspection at the Superintendent's office during normal business hours. The Superintendent or designee may but is not required to provide information about meetings in other ways, such as social media or posting notices in physical locations in the district.

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Publication of Notice Method and Regular Meeting Schedule. Four times per year, in a newspaper of general circulation, the board will publish its regular meeting schedule, location of regular meetings, and the designated method of publishing meeting notices.

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~~**Publication Procedure if the Newspaper Will Be Finalized for Printing Prior to the Time and Date of the Meeting.** Notice of regular and special meetings shall be (1) published in a newspaper of general circulation within the district that is finalized for printing prior to the time and date of the meeting, (2) posting on the newspaper's website, if available, and (3) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers.~~

~~**Publication Procedure if the Newspaper Will Not Be Finalized for Printing Prior to the Time and Date of the Meeting.** Notice of regular and special meetings shall be (1) posting on the newspaper's website, if available, and (2) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the school district's jurisdiction is to be finalized for printing prior to the time and date of the meeting.~~

~~Newspapers of general circulation in the district include the [REDACTED]. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.~~

~~In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, (2) request the newspaper submit a post on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting and the written request to the newspaper.~~

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

~~3. Weather Delays~~

~~In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media~~

~~members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.~~

4.3. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. ~~The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record.~~The and meeting minutes shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

The Superintendent will make a copy of the Open Meetings Act available at all meetings.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$~~109~~136,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.~~326~~327 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with

a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under ~~\$250~~350,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to ~~\$10,000~~15,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed ~~\$10,000~~15,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between ~~\$10,000~~15,000 and ~~\$250~~350,000 (Simplified Acquisition Procedures)

For construction projects subject to this policy, simplified acquisitions are purchases that, in the aggregate amount, is more than ~~\$10,000~~15,000 and less than ~~\$250~~350,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

- B. Construction Projects with an estimated cost of between ~~\$109~~136,000 and ~~\$23~~49,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of \$~~109136~~,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$~~109136~~,000 and \$~~250350~~,000.

IV. Construction Projects with an Anticipated Cost Over \$~~250350~~,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$~~250350~~,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the

amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the

lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.~~322~~327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible and consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by ~~revising~~reviewing the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an

effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.~~3333~~34.

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Construction Records for Projects Financed with Federal Funds

- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

- A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B. Contracts covered by this policy are subject to the following additional provisions.
 - 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
 - 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 - 3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, board members, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and

number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up

to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers

to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

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

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under [subpart E \(Cost Principles\) of this part](#);
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VIII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.~~326~~-327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus

area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$~~109~~136,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.~~326~~327 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with

a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under ~~\$250~~350,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to ~~\$10,000~~15,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed ~~\$10,000~~15,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between ~~\$10,000~~15,000 and ~~\$250~~350,000 (Simplified Acquisition Procedures)

For construction projects subject to this policy, simplified acquisitions are purchases that, in the aggregate amount, is more than ~~\$10,000~~15,000 and less than ~~\$250~~350,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

B. Construction Projects with an estimated cost of between ~~\$109~~136,000 and ~~\$23~~49,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of \$~~109136~~,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$~~109136~~,000 and \$~~250350~~,000.

IV. Construction Projects with an Anticipated Cost Over \$~~250350~~,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$~~250350~~,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the

amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the

lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.~~322~~327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible and consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by ~~revising~~reviewing the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an

effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.~~333334~~.

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Construction Records for Projects Financed with Federal Funds

- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

- A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B. Contracts covered by this policy are subject to the following additional provisions.
 - 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
 - 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 - 3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, board members, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and

number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up

to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers

to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

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

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under [subpart E \(Cost Principles\) of this part](#);
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VIII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.~~326~~-327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus

area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to ~~\$10,000~~15,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed ~~\$10,000~~15,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between ~~\$10,000~~15,000 and ~~\$250,000~~350,000 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than ~~\$10,000~~15,000 and less than ~~\$250,000~~350,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over ~~\$250,000~~350,000

a) Sealed Bids (Formal Advertising)

For purchases over ~~\$250,000~~350,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over ~~\$250,000~~350,000, the district will retain an explanation for that decision.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of ~~\$250,000~~350,000, including contract

modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The procurement transaction can only be fulfilled by a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds ~~\$250,000~~\$350,000.

5. Competitive Proposals.

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;
 - 2) Proposals must be solicited from an adequate number of qualified sources; and
 - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or \$10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;

4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the

property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

K. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior

approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

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

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under subpart E (Cost Principles) of this part;
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local

funds but is used to meet a required “match” in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee’s salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d). The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show

compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

E. Travel Costs

All travel expenses paid with federal grant funds shall meet the federal requirements such as:

- (1) All travel costs must be reasonable and necessary;
- (2) All travel costs must be consistent with District policy; and
- (3) All travel costs must be directly related to the grant award.

In addition, all travel expenses funded with federal grant funds must be preapproved by the Superintendent or designee. The state per diem rates for lodging shall be used to determine that maximum amount charged to a federal grant. For reimbursement of meals, the per diem rate and rules set by the State of Nebraska through the Nebraska Department of Administrative Service's Expense Reimbursement Document "ERD" Guidelines will apply. There will be no reimbursement for breakfast if the staff member's lodging provides continental breakfast at no cost. For reimbursement for mileage or fuel, the State of Nebraska mileage rate will apply. If a District-owned vehicle is available for travel, the District-owned vehicle must be utilized unless preapproved by the Superintendent or designee. All expenditures claimed by staff must include receipts and a completed voucher.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4017

Relations with Employee Collective Bargaining Associations

The board of education recognizes the right of staff members to belong to professional employee organizations ~~for bargaining purposes pursuant to state statutes.~~ The board will negotiate with employee associations organizations that have been established certified or recognized in accordance with public employee bargaining statutes ~~and will negotiate with local collective bargaining unit representatives at mutually agreeable times.~~ The board or administration will coordinate with certified or recognized organizations for purposes of collective bargaining.

~~To facilitate an amicable relationship between the district and any local employee associations, the~~ The district will allow professional employee associations organizations to make reasonable use of district facilities for meetings outside the ~~school's district's~~ and the employees' work hours. With administrative approval, associations organizations may use district resources, post notices of meetings, and provide other information on bulletin boards designated for this purpose, and use district e-mail and ~~mail boxes~~ mailboxes for delivery of ~~employment-related information specific to the organization.~~ Associations Organizations must pay for all supplies used, damage caused, or the loss or theft of borrowed property.

For purposes of recruiting new members, organizations may host or attend certain meetings of certificated staff outside the district's and the employees' work hours. Attendance at any staff meetings does not include all-staff, building-level, committee, or other meetings called by the district, unless those meetings are open to other organizations or if required by law.

Unless otherwise specified in this policy or permitted law, organizations will be treated equally, and the district will not designate any day or break by reference to any specific organization.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Wakefield Community Schools



2026-2027 Parent/Student Handbook

Our Mission:

The Trojan mission is to embrace diversity, educate and support the whole learner, and empower students to be critical thinkers, lifelong learners, and global citizens.

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Contact Information

Phone Numbers

Elementary.....(402) 287-9892
High School.....(402) 287-2012
Bus Barn.....(402) 287-2943
Fax.....(402) 287-2014

Website

<http://www.wakefieldschools.org>

Facebook

<https://www.facebook.com/whstrojans>

Address

802 Highland Street
PO Box 330
Wakefield, NE 68784

Annual Activity Pass

Family - \$175.00
Student - \$40.00
Adult - \$75.00

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 Wakefield Community School. 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. 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.

Philosophy

The purpose of the Wakefield Community School System is to educate all children to the maximum extent of their abilities. Thereupon, when the individuals enter adulthood, they will be responsible, contributing members of the community in which they live. The school system will instill within the students the desire to be self-motivated and to become life-long learners.

To achieve these objectives, the system shall provide competent administrative, instructional, and support staff. The district decisions shall be based upon the mission of the school, which is the education of all students.

The Wakefield School System shall accept the responsibility of providing a curriculum that enhances the students’ mental, social, physical and behavioral growth. Educational programs shall prepare the students for future education or entrance into the working world.

Accreditation

Wakefield Community Schools is accredited by The Nebraska Framework for Continuous Improvement.

Directory Information

Board of Education

Jeff Keagle.....	President (2026)
Sherri Lundahl.....	Secretary (2026)
Eric Riewer.....	Vice President (2028)
Erik Haglund.....	Member (2028)
Dex Driskell.....	Member (2026)
Josh Dorcey.....	Member (2024)

Administration

Matt Brenn.....	Attendance Officer/Science
Insert name.....	Superintendent
Katie Wright-Oswald.....	Elem Principal
Angie Zach.....	Secondary Principal

Certified Staff

Alejandra Aguirre.....	ELL
Mallory Anderson.....	Library
Sarah Bodlak.....	PK
Angie Borg.....	School Nurse
Iris Borg.....	Math
Shannon Carroll.....	Math
Jeremiah Chase.....	ITE
Tara Christensen.....	3 rd Grade
Kari Cliff.....	ELL
Emily David.....	Science/Work Based Learning
Brittany Eisenmann.....	3 rd Grade
Madeline Elworth.....	2 nd Grade
Austin Galles.....	6 th Grade
Michelle Galles.....	FCS
Jamie Gamble.....	Special Education
Lynette Haisch.....	5 th Grade
Scott Hansen.....	PE/AD
Timarie Hansen.....	Business
Mike Hassler.....	Art
Cathy Hoffart.....	ELL
Jessica Horsley.....	Instrumental Music
Leah Jech.....	Kindergarten
Brian Johnson.....	6 th Grade
Donna M Johnson.....	Special Education
Karlee Karnes.....	Vocal Music
Jena Kaufman.....	PK
Berlin Kluever.....	4 th Grade

Ann Knust.....	English
Joe Kvidera.....	Social Studies
Brandy Wych.....	1 st Grade
Jaime Manz.....	4th Grade
Colton McCreary.....	PE
Tory Gemelke	1 st Grade
Logan McPhillips.....	Achievement Center
Chad Metzler.....	Social Studies
Brenda Montoya.....	ELL
Kari Schmidt.....	5 th
Meg Rose.....	High School Guidance
Allie Holcomb.....	Psychologist
Sara Schlickbernd.....	Reading Specialist
Linda Steinman.....	Kindergarten
Olivia Tracy.....	Language Arts
Brittany Vinchattle.....	Elementary Guidance
Megan Virgil.....	Science
Paige Wooster.....	2 nd Grade
Leslie Ziska.....	Technology
Classified Staff	
LaVon Anderson.....	Elem Secretary
Alex Arenas.....	Para
Kim Barge.....	Para
Grace Baumert.....	Para
Marlyn Carlow.....	Para
Rick Chavanu.....	Kitchen
Dan Cliff.....	Kitchen
Kris Does.....	Para
Becky Gothier.....	Business Manager
Paul Gothier.....	Maintenance
Jean Hansen.....	Para
Niki Haglund.....	HS Secretary
Sylvia Hernandez.....	Office
Teresa Isom.....	Custodian
Marian Keagle.....	Bus Driver
.....	Lunchroom Manager
Pylos Morales Alcantara.....	Evening Custodian
Blanca Moreno.....	Para
Pat Nicholson.....	Bus Driver
Tina Nuernberger.....	Para
Harold Odens.....	Evening Custodian

Josie Paulson.....	Custodian
Darci Slama.....	Para
Teresa Soderberg.....	Para
Kaylynn Stark.....	Para
Kara Starzl.....	Para
Paulina Vallejo.....	Para
Dwight Vander Veen.....	Transportation
Bob Vander Veen.....	Transportation

ESU#1 Staff - Certificated

(insert name)	Teacher of the Deaf and Hard of Hearing
Sally Vickery.....	PT Assistant
Kayla Varley.....	Transition Specialist
Megan Wegher.....	Audiologist
Blythe Reinert.....	OT
Stacey Richart.....	Vision Consultant
(insert name).....	Speech Pathologist
Sam Sachau.....	PT

Notice of Non-Discrimination

Wakefield Community Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups or programs. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: [insert name](#)
Title: Superintendent
Address: 802 Highland Street, Wakefield, NE 68784
Telephone: 402-287-2012
Email: insert name@wakefieldschools.org

For additional prohibited discrimination and related information, please review school district policy 3053 - Nondiscrimination.

Designation of Coordinators

Any person having inquiries concerning this district's compliance with Title VI (discrimination or harassment), Title IX (gender equity), Section 504 of the Rehabilitation Act and the Americans with Disability Act, Homeless student laws, or Safe and Drug Free Schools and Communities should contact the Wakefield Community Schools Administrative Office.

School Hours

Office: 7:30 a.m. to 4:00 p.m.
Elementary: 8:15 a.m. - 3:35 p.m.
Secondary: 8:00a.m. - 3:45 p.m.

Bell Schedules

Regular School Day

Period 1	8:000 - 8:45
Period 2	8:47 - 9:32
Period 3	9:34 - 10:19
Period 4	10:21 - 11:06
Period 5	11:08 - 11:53
Lunch/DEAR	11:55 - 12:25
Trojan Time	12:27 - 12:52
Lunch/DEAR	12:54 - 1:24
Period 6	1:26 - 2:11
Period 7	2:13 - 2:58
Period8	3:00-3:45

1p.m.Dismissal

Period 1	8:05 - 8:32
Period 2	8:34 - 9:06
Period 3	9:08 - 9:40
Period 4	9:42 - 10:14
Period 5	10:16 - 10:48
Period 6	10:50 - 11:22
Period 7	11:24 - 11:56
Period 8	11:58- 12:28
Lunch	12:30-1:00

Two-Hour Late Start

Period 1	10:00 - 10:27
Period 2	10:29 - 10:56
Period 3	10:58-11:24 -
Period 4	11:26-11:53
1st Lunch/DEAR	11:55-12:25
Trojan Time	12:27-12:52
2nd Lunch/DEAR	12:54-1:24
Period 5	1:26 - 2:00
Period6	2:02-2:35
Period 7	2:37 - 3:10
Period 8	3:12 - 3:45

2:00 Dismissal

Period 1	8:00-8:31
Period 2	8:33-9:04
Period 3	9:06-9:37
Period 4	9:39-10:10
Period 5	10:13-10:45
Period 6	10:47-11:19
Period 7	11:21-11:53
TT/Lunch	11:55-12:25
DEAR	12:27-12:52
TT/Lunch	12:54-1:24
Period 8	1:26-2:00

School Closings

School closings due to inclement weather will be announced on local radio and television stations before 7:00 a.m.

TV– Siouxland television stations, KTIV, KCAU, KMEG

Radio – KTCH, Wayne

Internet – Check the following websites – <http://www.ktiv.com>, or <https://www.wakefieldschools.org>

District Mass Messaging – district mass communication system will call primary phone numbers. *If you do not wish to be notified by the mass messaging system, please let the office know.*

It may become necessary to dismiss classes during the school day because of bad weather. For such an event, it is important that parents/guardians have provided ahead of time, the procedures the child should follow (i.e. go home with a specific friend, go to a relative’s home, go to a babysitter’s, etc.). Emergency messages will go out through the district’s mass messaging prior to dismissal.

Parents may decide to keep their children home during inclement weather. Students absent due to severe weather when school is in session will be marked absent. The absence will be treated like any other absence. Parents may pick up their children during inclement weather at any time during the school day.

Telephone Calls/Daily Announcements

Parents are encouraged to call the school with questions, concerns and suggestions. While it is not always possible to talk with a teacher or administrator at that time, your phone call will be returned as soon as possible or you may schedule an after school-appointment. Parents can contact the school using the following directory:

Wakefield Elementary 802 Highland Street 287-9892
Wakefield High 802 Highland Street 287-2012
Administrative Offices 802 Highland Street..... 287-2012

Parents/guardians who have an emergency message for their student or sponsors of various groups that wish to make an announcement should contact the school secretary before 2:45 p.m. This will allow adequate time for the message to be announced or delivered before the end of the school day.

Student Illness

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child’s parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child’s parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician’s statement before allowing such students to return to school.

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. (Board Policy 5023)

If a child is well enough to come to school, the child is well enough to participate in the daily school program (including recess and P.E.). A school official may grant short-term non-participation (one to two days) if requested by parents. The building principal reserves the right to require a written excuse for non-participation at any time it appears warranted.

School Visits

Parents/guardians are encouraged to visit school. Please check with the classroom teacher and building principal, regarding the best time to visit. Before visiting a classroom, permission must be given through the school office. We request that parents not plan visits during the first two weeks or the last two weeks of each semester.

All parents and visitors must buzz in (between 8:10 a.m. and 3:35 p.m.) and enter and exit the building through the main doors during school hours. Visitors will be asked to sign in and will receive an identification tag, which they are required to wear throughout their time in the school building. Visitors must sign out in the office prior to leaving. [Siblings are permitted to visit if accompanied by parents; however, siblings may not attend field trips. All visitors must have advance approval from classroom teachers and the building principal](#)

If a child wishes to bring a pet to school for show and share time, he/she must ask the classroom teacher for permission. An adult must accompany the child and pet to school, and the pet must be returned home immediately after sharing time. Animals may not be left at school all day.

Notice Concerning Staff Qualifications

Parent Right-to-Know Information

[In accordance with the Every Student Succeeds Act \(ESSA\), parents and guardians have the right to request information regarding the professional qualifications of their child's classroom teachers and paraprofessionals.](#)

[Upon request, Wakefield Community Schools will provide the following information regarding a student's classroom teacher:](#)

- [Whether the teacher has met state certification and licensure requirements for the grade levels and subject areas in which the teacher provides instruction.](#)
- [Whether the teacher is teaching under emergency, temporary, or provisional status through which state certification or licensure requirements have been waived.](#)
- [The teacher's baccalaureate major and any graduate certifications or degrees held, including the field of discipline of the certification or degree.](#)

[Upon request, school administration will also provide information regarding whether a student receives services from a paraprofessional and, if so, the qualifications of that paraprofessional.](#)

Requests for this information should be directed to the principal or administrator of the student's school. The requested information will be provided in a timely manner.

Additionally, parents will be notified in a timely manner if their child has been assigned to or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements for the grade level and subject area being taught.

Parent & Guardian Involvement in Educational Practices

The school district recognizes the importance of parental and guardian involvement in the education of their children. To the extent practicable, the school district will make a reasonable effort to make any learning materials, including original materials, available for inspection by a parent upon request.

The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curriculum materials ("curricular materials") textbooks and other curricular materials and tests used in the district upon request as follows:
 2.
 - a. A parental request to review specific approved textbooks and other district or building approved curricular materials (written, visual, and/or audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
 - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
 - c. The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make requests (a) for the purpose of adding staff burden; (b) at an unreasonable frequency or volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials.
 - d. A parental request to review specific standardized and criterion referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent/guardian review. Parents wishing to review statewide NSCAS assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents/guardians must contact the publisher to obtain copies of the test.
3. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, at the sole discretion of the building principal.

- b. Parents may contact the building principal to request permission to attend counseling sessions in which their child is involved.
- 4. Parents may request that their children be excused from testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other school experiences (“school events”) that parents find objectionable.
 - a. Parents must submit this request in writing to the building principal for consideration.
 - b. Building principals may excuse a student from any single school events at the parent's written request if, in the principal's professional judgment, excusal from the activity would not result in diminution of the student's educational experience.
 - c. When the building principal determines it appropriate, alternative experiences will be provided for the student by the school.
- 5. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
- 6. Parents/guardians will be informed of the standardized and criterion referenced district testing program. Parents/guardians may request additional information from the building principal.
- 7. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
 - b. State Assessments: State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot “approve” the request. Parents/guardians who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.
 - c. National Assessment of Educational Progress: As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

- 8. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

- c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decision makers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.
 - d. Parents have the right to: (1) request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from participating in the survey.
 - e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.
 - f. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.
 - g. The district will also comply with any survey requirements found in the district's policy on Protection of Pupil Rights.
9. The district will make this policy accessible by a prominently displayed link on its public website. Any amended policy will be made accessible within a reasonable time of its amendment.(Board Policy 5018)

Title I Parent Involvement Policy (District & School Building Combined)

The school district will jointly develop with parents a School-Parent-Student Compact that outlines shared responsibility for improved student academic achievement.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I program shall include, but is not limited to:

- 1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this program, to explain the requirement of this program, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon needs and interest for such meetings.
- 2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.

3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement Conference. The goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, parents who are economically disadvantaged, parents who are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. In addition to those regularly scheduled parent-teacher conferences, parents guardians may request a conference with specific teachers.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Notice of Policy on Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools or can be viewed online by visiting: www.wakefieldschools.org.

Communication

Effective communication between home and school is crucial to students' educational success. Parents shall be kept informed of student progress, grades, and attendance through report cards, PowerSchool, progress reports, and parent/teacher conferences. Both teachers and parents must work to communicate frequently about students' progress. Methods of communication include, but are not limited to, the school website, Facebook, parent-teacher conferences, e-mail, telephone contact, school visitation by parents and home visitation by teachers. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail, email, or personal contact.

The school calendar will provide opportunities for formal parent-teacher conferences. The conferences need not be limited to these days; they should be scheduled at times that will allow adequate time for an effective conference.

Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Admission of Students

Students shall be admitted to the school district who are:

- legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- approved for option enrollment pursuant to policy;
- approved as a foreign exchange student pursuant to policy;
- legal residents of a district that has contracted with this district for their educational services;
- statutorily entitled to attend the schools of the district on a part-time basis pursuant to board policy;
- out-of-state students who have been enrolled pursuant to board policy.

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interests of the student not to attend his or her district of residence.

Except in adult education classes or when otherwise required by law, no student who is of 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

Admission of Part-time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; is enrolled for a limited number of credit hours needed to graduate; or is a student who resides in the school district but attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Applicability of School Rules

Exempt school students are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and teaching personnel.

They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities

Students who are enrolled in a private, denominational or parochial school may not participate in extracurricular sports and activities sponsored by the public school district if they participate in extracurricular sports and activities offered by the private, denominational or parochial school. Exempt school students may participate in extracurricular sports and activities if they are enrolled in at least 20 credit hours per semester, with at least 5 credit hours of enrollment in the public school district. All part-time students must also meet all other eligibility requirements set by the board, administration and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes all eligibility and other requirements of the Nebraska School Activities Association and any other governing bodies for the activity. (Board Policy 5003)

Pregnant or Parenting Students

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs.

1. Accommodations Regarding Attendance and Participation

- a. **Generally:** Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extracurricular activities. Such a plan may include:
 - i. If the student cannot regularly attend classes, the provision of online courses;
 - ii. The arrangement of meeting times with teachers;
 - iii. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care and;
 - iv. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.
- b. **Students with Disabilities:** For students with disabilities who have an IEP or Section 504 plan, the administrators, student's parents or guardians, and students if appropriate will collaborate with the student's educational team to coordinate accommodations consistent with state and federal law. As permitted by law, students may be entitled to accommodations as a result of pregnancy.

2. Accommodations Regarding Lactation and Breastfeeding

a. Accommodations

- i. In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public.
- ii. Students who wish or need to express breast milk on a regular schedule will work with school administrators to create a schedule which accommodates the student's needs while facilitating education to the maximum extent possible.
- iii. The district will provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

- b. **Educational Process:** In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law. (Board Policy 5008)

Attendance

Compulsory Attendance and Excessive Absenteeism

Research on policies and practices that effectively encourage regular student attendance share some key components:

1. Education of parents regarding school attendance requirements.
2. Effective policies and practices to monitor attendance.
3. Clear definition of excessive absenteeism and a two-stage response to excessive absences.

The board has considered this educational research and used it to create the following policy on Compulsory Attendance and Excessive Absenteeism.

Required Attendance

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

Mandatory Attendance Age

Under Nebraska law, a child is of mandatory attendance age if the child will reach six years of age prior to January 1 of the current school year and has not reached eighteen years of age. Parents and guardians are required to ensure that children of mandatory attendance age attend school regularly unless otherwise exempted by law.

Exceptions

The compulsory attendance requirements do not apply when attendance is made impossible or impracticable by severe weather conditions, by the student's illness, or by the illness of a child whom the student is parenting.

A child who is subject to compulsory attendance requirements but who has not yet reached seven years of age may be exempt from mandatory attendance if the child's parent or guardian files an affidavit with the school district affirming that alternative educational arrangements have been made for the child. The affidavit must be submitted in accordance with Nebraska law. A copy of the affidavit form is available from the school district and is attached to this handbook.

Discontinuing Enrollment – 5-Year Old Students

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

Discontinuing Enrollment – 16 and 17-Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

Attendance Officer

The Superintendent shall designate an administrator to serve as the district's attendance officer. The attendance officer shall be responsible for enforcing the provisions of state law relating to compulsory attendance. These responsibilities include, but are not limited to, investigating attendance concerns, implementing attendance interventions, maintaining required attendance records, and filing reports with the county attorney of the county in which a student resides when required by law.

The attendance officer may, with the approval of the Superintendent, delegate specific attendance-related duties to other qualified district personnel as appropriate. Compensation for the duties of attendance officer shall be included in the salary of the designated administrator.

Expectations for Regular Attendance:

1. Students are expected to attend every class every day.
2. The only "excused" absences shall be:
 - a. absences when a licensed healthcare provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically ill that attendance of the student is impractical or impossible;
 - b. absences when a licensed mental healthcare provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so mentally ill that attendance of the student is impracticable or impossible;
 - c. absences when the Superintendent confirms that weather conditions have made the roads impassable so that the student's attendance is impracticable or impossible;
 - d. student attendance at a school-sponsored activity;
 - e. student has been suspended or expelled from school by the school district; and
 - f. absences required by law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.

- g. a student in senior standing who has applied for and been approved for senior privilege allowing a student to be off campus for a designated class period or periods, also reflected in the student's class schedule
3. All other absences, including absences for minor physical or mental illnesses, family events, routine medical appointments are simply "absences"
4. Upon returning from every absence or partial-day absence, students must ensure that all classwork, homework, and any other learning activities are completed.
5. High School Students must not be absent from any course for more than ten class periods or partial periods equivalent in any given semester to earn academic credit for that course for that semester. Students who lose credit in any given course due to absences may appeal that loss of credit to their building principal.
6. .

6. For attendance periods, five tardies will be equivalent to one period of absence in grades 7-12 and one-half a day of absence for grades PK-6. Students in grades 7-12 will also serve a 30-minute detention for each tardy as determined by the Attendance Officer.

Tardies/Absences

Students absent or planning on leaving school early must submit a note from a parent/guardian stating the reason for absence. Parents/guardians must notify the school by note or telephone before 8:00 a.m. of a student's absence or tardiness. If the school is not notified, a call will be made to the parent/guardian or law enforcement to determine the child's whereabouts and safety. For parent convenience, voice mail will take calls prior to 7:45 a.m. Students arriving after the scheduled start time will be considered tardy. A meeting will be scheduled with the building principal to discuss solutions for students with excessive tardies.

Students (in grades 7-12) are allowed 10 absences per semester, per class period. If a student's absences go over the 10-absence limit, he/she will lose credit for the class. Notification of this situation will be sent to the parent or guardian by mail. If there are extenuating circumstances, the parents must communicate with the principal or guidance counselor regarding an explanation of the extenuating circumstance.

Students will serve a 30 minute detention for each occurring tardy after school on that day, unless circumstances hinder the ability of the student to serve the detention on that same day.

The accumulation of five tardies in any one class period per semester will equal one absence and may result in loss of credit for that class if the total number of tardies is equivalent to more than 10 absences.

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Parents should make every attempt to schedule medical and other appointments after school hours when possible. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence.

Attendance Incentives:

Building principals will establish attendance incentives for their students, Those may include:

- Special Recognition of students with perfect attendance and three days or less attendance each year.
- Special rewards (movie day, extra recess, ice cream) are offered to students who have perfect attendance and three days or less absences each year.

At the conclusion of each quarter, building principals report to the board what incentives were implemented and the effectiveness of the incentive in improving student attendance and engagement.

When students are absent from school, district staff will respond as follows to all students in grades K-12:

First Stage Response to Absences

1. A district staff member will contact the parent via telephone for every absence if the parent has not contacted the school in advance.
2. After a student's fifth absence in any given year, the school's attendance officer will send a notification letter to the student's parents or guardians and may meet with the student.
3. After a student's tenth absence in any given year, the school's attendance officer will schedule a meeting with the student. That meeting will be documented on the attached form on page 86. The attendance officer will send a second notification letter to the student's parents or guardians.
4. After a student's fifteenth absence in any given year, the school's attendance officer will schedule a meeting with the student's parents or guardians.
 - a. This meeting must be attended by the attendance officer, parents or guardians, counselor, and the student (if appropriate)
 - b. The meeting shall be documented.
 - c. The meeting shall develop a collaborative plan to assist the student in improving his/her attendance. (See Form on page 86)
5. Students who accrue more than 20 absences in a school year shall be referred to the county attorney for action under NEB. REV. STAT. § 43-247(3)(a) and (b).

Making Up Absences

When a student receives an excess of 15 unexcused absences or the hourly equivalent in any year, the student shall be required to make up those absences through attendance in the district summer school program. Absences shall be made up at a rate of every absence or hourly equivalent over 15 absences.

Family Vacations

Parents/guardians should notify the school at least one week in advance of family vacations planned during the school year. Students are responsible for getting and completing all work missed during the vacation. Unless other arrangements are made with the classroom teacher, all work is due upon the return to school. Absences due to vacations will count toward the absence limitations specified under Student Attendance. Families are encouraged to use scheduled school breaks for vacations whenever possible.

School Attendance on Days of Scheduled Activities

Students must attend all regularly scheduled classes on the day they participate in any student activity. Exceptions may be given by the school administration for pre-approved absences due to but not limited to funerals, verified medical appointments, and college visits.

Leaving School during the School Day

For the safety and accountability of all students, any student leaving school during the school day must check out through the office prior to departure. Students will only be released with parent/guardian permission or to an individual authorized by the parent/guardian. A sign-out procedure is maintained in the office for this purpose. Upon returning to school, students must report to the office and sign back in. Any documentation related to the absence should be submitted to the office upon the student's return.

Make-Up Work

Classroom work and assignments missed during an absence are expected to be completed unless special arrangements have been made with the teacher. Students are responsible for obtaining missed assignments and communicating with teachers regarding due dates. In general, students will be given one school day for each day absent to complete make-up work; however, teachers may adjust timelines based on the nature of the assignment, the length of the absence, or individual student circumstances. Parents or siblings may contact the school office to arrange for the pickup of assignments, books, or other materials.

Homework

Homework consists of assignments made by teachers that students must complete during non-class time. Homework is intended to reinforce student learning or certain concepts and/or skills found in the written and taught curriculum..

Teachers are encouraged to assign homework and must use their professional judgment in determining the length, difficulty, and student readiness to proceed with homework assignments. Homework assignments shall be kept minimal on Wednesday nights, which is traditionally considered "family night" in the community. (Board Policy 6017)

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. with the secretary or bookkeeper's office. Any check for these payments should be made out to Wakefield Community Schools unless otherwise instructed pursuant to board policy. The district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, notebooks, erasers, and crayons. Each classroom teacher may prepare a supply list for students at the beginning of the school year, if needed.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 7:55 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives.

Payment for Meals

Families are encouraged to maintain a positive balance in their student's meal account. Payments may be made using cash, check, credit card, ACH payment, or through the district's electronic payment system available on the school website.

Students may charge meals to their lunch account when funds are not available. The district permits meal charges up to a negative balance of \$50.00. Once a student's account balance falls below -\$50.00, the district reserves the right to deny additional meal charges until funds are added to the account or alternative payment arrangements have been made.

Students with a negative account balance will not be permitted to purchase à la carte items or second entrées until the account balance has been brought current.

Students who are eligible for free meals will not be denied a reimbursable meal due to a negative account balance. However, restrictions on à la carte purchases and second entrées will continue to apply.

The district will make reasonable efforts to notify families when meal account balances become low or negative and will provide information regarding free and reduced-price meal benefits, payment options, and available support resources.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The Superintendent will contact households about unpaid meal charges to notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

Notice of Non-discrimination (USDA)

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found on-line at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary of Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Fax: (202) 690-7442
Email: program.intake@usda.gov

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Closed Campus

The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or the building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult.

An exception may be granted to eligible senior students participating in the district's approved Senior Privilege Program. Senior students approved for Senior Privilege may leave campus during an assigned privilege period in accordance with district procedures and administrative regulations. Participation in Senior Privilege is a privilege, not a right, and may be revoked at any time for failure to meet eligibility requirements, attendance expectations, academic standards, or behavioral expectations established by the district.

Nothing in this policy shall prevent the school from sending a student home when the student is ill. (Board Policy 5032)

Senior Privilege

Senior Privilege provides eligible seniors with the opportunity to have one open period at the beginning or end of the school day. Participation in Senior Privilege is a privilege, not a right, and may be revoked at the discretion of school administration.

To be eligible for Senior Privilege, students must:

- Have a cumulative GPA of 2.0 or higher.
- Be on track to graduate as verified by the school counselor.
- Have fewer than ten unexcused absences per year during grades 9–11.
- Be enrolled in and attend at least four classes each semester.

Students approved for Senior Privilege must leave school grounds during their privilege period and are responsible for monitoring school announcements, school email, grades, and schedule changes.

Senior Privilege may be suspended or revoked if a student:

- Accumulates five or more unexcused absences during a semester.
- Is failing a class.
- Violates school rules or expectations.

Students whose Senior Privilege is suspended will be required to attend a full school day and meet with the principal before eligibility is reconsidered.

Students wishing to participate in Senior Privilege must complete the required application and obtain all necessary approvals by the established deadline.

First-Aid

First-aid items are available in the classrooms and offices and may only be used by school staff. Students needing first-aid should ask for assistance from their classroom teacher or the nearest staff member.

Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

Student Device Insurance

At the beginning of the school year, a \$10 insurance fee (or \$30 per family) will be required of all students. This money will be used to cover the first time cost of repaired iPad or Chromebook, replacement cases, and replacement pencils up to \$200 throughout the school year. If the device or accessory is repairable, and it is the first damage this school year, the student will not owe anything. If the device is not repairable, students will be responsible to cover the cost of replacement over \$200. If the device or accessories are damaged again in the same year, the student will be responsible to cover the full cost of repair/replacement. If students damage or lose their chargers, they will be responsible to pay \$20 for the replacement cost.

Student Fees

1. Definitions

- a. "Students" means students, their parents, guardians or other legal representatives.
- b. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- c. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

2. Listing of Fees Charged by this District

- a. **Guidelines for Clothing Required for Specified Courses and Activities**

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity. See appendix.

b. Safety Equipment and Attire

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

c. Personal or Consumable Items

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. The district will provide students with facilities, equipment, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

d. Materials Required for Courses

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

e. Extracurricular Activities

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities' fees and the specifications for any equipment or attire required for participation in extracurricular activities:

Student activity card	\$40 covers admission to all home extracurricular events
Student participation fee	\$0 required of all students who participate in athletics and/or other extracurricular activities
Future Business Leaders of America	Annual membership fee not to exceed \$20.

National Honor Society	Cost of attendance at State/National Conventions are the student's responsibility. Annual membership fee of \$20. Cost of attendance at State/National Conventions are the student's responsibility.
SkillsUSA	Annual membership fee of \$16. Cost of attendance at State/National Conventions are the student's responsibility.
FCCLA	Annual membership fee of \$20. Cost of attendance at State/National Conventions are the student's responsibility.
Football	Students must provide their own football shoes, undergarments, and mouth guards.
Golf	Students must provide their own golf shoes, undergarments, and clubs.
Physical Education	Students are responsible for the cost of off campus activities, if not graded.
Track, Volleyball, Cross Country, Wrestling, Basketball	Students must provide own shoes and undergarments.
Color Guard	Students must purchase selected outfit and shoes

f. Post-Secondary Education Costs

Some students enroll in postsecondary courses while still enrolled in high school. For courses approved for high school credit or taken as part of an approved accelerated or differentiated curriculum program, the district will provide the course without charge for tuition, transportation, books, or required fees. Students who choose to receive postsecondary credit in addition to high school credit will be responsible for tuition and fees charged by the postsecondary institution for the awarding of college credit.

g. Transportation Costs

The district may charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$10.

h. Copies of Student Files or Records

The district may charge a reasonable fee for copies of a student's education records. Parents and guardians have the right to inspect and review their child's education records without charge. The district will not charge a fee to search for or retrieve student records. The fee for copies of student records shall be \$0.10 per page. The district may waive copying fees if the fee would effectively prevent a parent or guardian from exercising the right to inspect and review the student's records.

i. Participation in Before-and-After-School or Pre-Kindergarten Services

The district may charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$300/month

j. Charges for Food Consumed by Students

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

Breakfast Program - Grades PreK - 12	
Regular Price.....	\$2.15
Reduced Price.....	\$0.30
Milk.....	\$0.45
Lunch Program - Grades PreK - 6	
Regular Price.....	\$3.10
Reduced Price.....	\$0.40
Milk.....	\$0.45
Lunch Program - Grades 7-12	
Regular Price.....	\$3.55
Reduce Price.....	\$0.40
Milk.....	\$0.45

4th-6th grade and High School students desiring a second entrée(s) will be charged an additional \$1.25 daily whether they elect to take one item or all the entrees offered for seconds. Additional milk is extra at a cost of 45 cents per carton.

k. Charges for Musical Extracurricular Activities

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are **not** extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

Band students must provide their own instruments and marching band shoes as detailed by the instrumental music teacher.

Color Guard students must purchase outfits and shoes selected by the sponsor and/or student group.

- l. Contributions for Junior and Senior Class Extracurricular Activities.** Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$100.

3. Waiver Policy

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, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

4. Distribution of Policy

This policy will be published in the Student Handbook or its equivalent that will be provided to students.

5. Voluntary Contributions to Defray Costs

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

6. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

7. Student Fee Fund

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students. (Board Policy 5045)

Confidentiality in Counseling and Guidance

The school district provides students with a certificated school counselor. Information that students provide to counselors is confidential but not legally privileged. The counselor will attempt to respect the privacy of student disclosures but will share all relevant information with other education professionals as appropriate or as directed. The counselor will also contact parents and law enforcement officials as appropriate, provided that the counselor who has reasonable cause to believe that a child has been subjected to child abuse or neglect shall review and follow the district's policy on reporting child abuse and neglect.

Records of the counseling relationship, including interview notes, test data, correspondence, tape recordings and other documents, are to be considered professional information for use in counseling, not part of the student's education record.

When a counselor is in doubt about what information to release, he or she should discuss the matter with the building principal or with the superintendent. (Board Policy 4058)

Academic Progress

Student academic progress is evaluated on a daily basis using curriculum guidelines and appropriate assessments. In addition, Nebraska academic standards and nationally normed tests are used to evaluate student achievement.

Student academic achievement, effort, and social development is communicated to parents in a variety of methods:

- Report cards are issued at the end of each quarter
- Progress reports are issued at mid-quarter for students in grades 4-12.
- [Scheduled Parent/Teacher conferences to exchange information about student progress.](#)
- Informal communication with parents may include telephone calls, after-school meetings, weekly progress reports, and notes.
- The school must notify parents when a student is in danger of failing prior to the end of the grading period. Parents are encouraged to check PowerSchool regularly.

K-3 Legend

4-Exceeds grade level expectations

3-Meets grade level expectations

2-Shows growth/progress in this standard

1-Needs intensive support with this standard

Grades 4-12 Grading Scale

A + A A -	98-100 95-97 93-94	4.0 4.0 4.0	Excellent	The student is going above and beyond the demands of the teacher. Work is on time and of superior quality, showing mastery of subject matter. Students finished all assigned tasks and exerts a positive influence on the class.
B+ B B-	91-92 89-90 86-88	3.7 3.3 3.0	Good	Work is of a superior nature and well-done. The student meets the demands of the teachers and exerts a positive influence on the class.
C+ C C-	84-85 82-83 78-81	2.7 2.3 2.0	Satisfactory	The student satisfactorily completes the required work. Work is on time and of average quality. The student is showing achievement.

D+	76-77	1.7	Needs Improvement	The student is not doing all of the assigned work, is depending on others, or is inconsistent, uncertain, or confused. Work is below normal, but still shows some evidence of growth.
D	73-75	1.3		
D-	70-72	1.0		
F	Below 70	No Credit	No Credit	Unsatisfactory, little growth, lack of interest, and irregular attendance and attention.

High School Grade Point Average (GPA)

Your cumulative grade point average (GPA) will be computed after every semester in school. From this comes your rank in the class. Any student transferring into Wakefield High School will transfer his/her current GPA from the previous school.

High Honor Roll

A student must carry a grade of 95% or higher in all subjects.

7-12 Honor Roll

The 7-12 Honor Roll is determined by a student earning 91% or above in all subject areas. High Honor Roll is determined by a student earning a 95% or above in all subject areas.

Academic Achievement Awards

Each year students are eligible for a "letter" in academics. If the student continues to earn a letter in succeeding years, he/she will be given a gold bar to pin on the letter each year. In order to be eligible for the "letter" the student must be on the Honor Roll three out of the four preceding quarters. If the student is not on the Honor Roll one of the quarters, he/she must at least be on the Honorable Mention Honor Roll during that quarter. The judging period will be from the fourth quarter of the previous school year through the third quarter of the current year. Students will become eligible for this award beginning in the fourth quarter of the seventh grade year. Students enrolled in dual credit courses will also have those grades included in the Honor Roll calculation. Letters will be awarded during Honors Convocation in the spring. This award was initiated by the 1984-85 Student Council.

Weekly Eligibility Policy

Wakefield Community Schools values the educational opportunities and personal development that our athletic and activity programs offer to our students. Wakefield Community Schools understands the importance of maintaining an appropriate level of performance in a student's academic classes to maintain eligibility. A student must be committed to their academic pursuits in order to be eligible to participate in extracurricular activity groups or attend school-sponsored events. The eligibility policy at Wakefield Community Schools is designed to motivate and support students who encounter academic struggles to ensure they are successful and able to participate in valuable educational opportunities.

A 7-12 student will be placed on academic **warning** the following week (Monday-Sunday) if they are failing one or more classes at noon on the last day of the week.

- A student on academic warning **may** be withheld from practices or meetings until the student is passing the class.
- A student on academic warning **may** be assigned to the After School Program if they are missing any assignments, projects, or papers until they are current in all classwork.

A student will not be eligible for extracurricular athletics, activity groups, or school events if they are failing two or more classes for two or more weeks at noon on the last day of the week.

- An ineligible student will be on academic probation and may be withheld from practices or activity group meetings.
- Ineligible students will be assigned to the After School Program until they are current with schoolwork in all classes.
- If a student that is ineligible is passing all classes or all but one class at noon on the last day of the week will be eligible for contests and events the following week (Monday-Sunday).
- A student still not passing one class at the end of that week will still be ineligible to participate in extracurricular activities.

Eligibility Schedule:

- Academic eligibility will be determined at the end of the second full week of every quarter.
- Academic eligibility will extend one week after the last full week of the quarter.
- The Guidance Counselor will run a report of failing students at 9:00 am on Thursday and will notify students of failing grades.
- At noon on the last day of the week, the Guidance Counselor will print warning/ineligible reports that will be handed to students and emailed and mailed to parents/guardians.
- The ineligibility period will run the following Monday-Sunday.

Music students that are determined to be ineligible will be allowed to perform in school concerts. Those events are deemed to be co-curricular, not extracurricular. Music students would be ineligible for Conference, District, State, or other honor music events.

The principal or student-problem solving team have the authority to implement intervention or improvement plans for students who appear on the warning/ineligible list.

Graduation Requirements

The following is a brief guide, which should assist students in selecting courses . Students should consult with their parents, teachers, guidance counselor or the principal if they have questions regarding registration or graduation requirements.

One hour of credit is granted for each period an academic class meets each week e.g. a typical class meets once a day - five days a week - and five (5) hours credit for that class is granted for each semester. Two hundred forty (240) hours are required for graduation; of these, 180 hours must be in areas other than physical education and music. All classes are solid except PE and music.

Beginning with the graduation class of 2025, the FAFSA must be completed (an exemption form is available upon request.)

Beginning with the graduation class of 2027, five high school credit hours in computer science and technology education are required.

English	40 credits (9th, 10th and 11th plus 10 hours of an English course during 12th grade)
Math	30 credits (must include Pre-Algebra or Algebra)
Science	30 credits (must include Physical Science and Biology)
Social Studies	30 credits (must include Government, US History, and World History)
Speech	5 credits
Fine Arts	10 credits (Band, Vocal, or an elective from Art Department)
Physical Education/Health	10 credits
Career & Technical Education	30 credits
Financial Literacy	5 credits
Total Credits Required: 240	

All students are required to be enrolled in a minimum of seven courses per semester.

The requirement of 30 CTE credits to graduate will be assessed on a case by case basis. A student could graduate with less than 30 CTE credits if they need to be enrolled in multiple language based courses restricting students from completing 30 credits. The total accumulation of CTE credits will be reviewed at the end of students junior year to determine if an exception needs to be made.

Valedictorian and Salutatorian Requirements

In order for a graduating senior at Wakefield High School to be eligible for the title of valedictorian or salutatorian, he/she must have been enrolled in a minimum of 4 semesters (2 years) at Wakefield High School. Early graduates of Wakefield High School are not eligible to hold the titles of valedictorian or salutatorian. (Board Policy 6008)

7th and 8th Grade Requirements

All seventh and eighth graders are required to take English, math, science, social studies, vocal or instrumental music, family & consumer science 7-8, physical education, art, industrial technology, and career exploration. Choir, band and athletics are available to seventh and eighth graders. Junior High students must pass three of the four required core academic classes to qualify for promotion (exceptions by administrative approval only).

Commencement Ceremony

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

All students who are enrolled as members of the senior class at the end of a school year, whether students in the regular education curriculum or students with individual education plans, shall be eligible to participate in the ceremony regardless of whether they have completed all graduation requirements. A student may participate in only one ceremony. Being permitted to participate in the ceremony does not constitute graduation, and only those students who have completed all graduation requirements prior to the ceremony will receive a diploma. (Board Policy 6006)

Grade Placement of Transfer Students

Subject to a determination on grade placement based on the criteria set forth below, a student transferring from an accredited school will generally be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

Elementary Level Students

The appropriate level of placement for elementary level students may be determined by, but not limited to, consideration of the following information:

- Chronological age.
- Previous public school or private school experience.
- Diagnostic test data.
- Achievement test data.
- Criterion referenced test data.

Secondary Level Students

The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:

- Chronological age.
- Previous public school or private school experience and transcript.
- Standardized achievement test data.
- Criterion referenced test data.
- Final examination test data.
- Diagnostic test data.

The district will accept credits toward graduation that were awarded by an accredited school district and which, in the professional judgment of the administrative team, are sufficiently rigorous and comparable

to the district's offered courses of study. A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements in order to be awarded a diploma from the district.

Students who transfer from an exempt (home) school and/or a non-accredited school may be awarded credits to be counted toward high school graduation requirements at the discretion of the building principal in consultation with the superintendent of schools. The principal will consider all the factors listed above and will also consider the student's performance on the district's internal benchmark tests.

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country. (Board Policy 6009)

Dual Credit and Early Course Student Contract/Permission Form

Seniors have the opportunity to take dual credit college courses and/or early college courses through Wayne State College and Northeast Community College during the 2026-2027 Fall and Spring semesters. The cost of college courses through Wayne State College is significantly reduced for high school students and it is free through Northeast Community College. Credits are generally transferable to other colleges and universities because of Wayne State's regional accreditation with the Higher Learning Commission and its membership in the Nebraska State College System. Students should check with their intended college to determine transferability prior to enrollment. Most institutions will only accept transfer credit for students earning a "C" or higher in the course. Seniors who sign up to take an early college class will have one period of the school day to independently work online in an assigned area. Students must be personally motivated and manage their time wisely.

The Access College Early (ACE) Scholarship is offered through Nebraska's Coordinating Commission for Postsecondary Education (CCPE) and is available for dual credit students. To be eligible for the ACE scholarship, students must qualify for free or reduced lunch and provide documentation to indicate such.

As a student enrolled in a dual credit or early college course:

Must be 16 years of age

Must have sufficient attendance (less than 5 total absences a semester)

Must be responsible, capable of working independently, and self motivated

Must be on track to graduate from Wakefield Community Schools with sufficient credits

Must have at least a 3.0 (cumulative grade point average)

Must enroll in at least a 3 college credit hour course per semester

-Students must register with the college and verify registration with Mrs. Rose. Before taking classes it is suggested that you make sure the classes will transfer to other colleges of your choice.

-Students will ORDER & PAY for their textbook(s) & supplies PRIOR to the start of class that each class requires.

(Board Policy 6005)

STATEMENT OF PERMISSION

I give permission for my son/daughter, _____, to take an online college credit class through _____ (name of educational institution). I understand it is the student's responsibility to pay for the tuition and books. I understand it is the student's responsibility to work independently online or in person and to follow the guidelines of the college. It is the student's responsibility to use his/her time wisely and take the initiative to ask questions and seek out answers.

- If class is online, I understand this is academic time and I am not to be on any electronic device except my Chromebook.

- If class is online, I understand I am to remain in the designated classroom or Wakefield Achievement Center and must have a pass to use the restroom.
- I understand that if I do not show up or complete the coursework, I will be dropped from the course, lose money, and lose credit.

I will be taking _____ for dual credit or early college credit.

I recognize it is my responsibility to complete the following tasks in order to complete the registration and receive college and/or high school credit.

1. Electronically Register for the Dual Credit or Early College Course.
2. Check with the college representative to ensure registration is accurate and complete.
3. Get approval from the college that you have met all requirements (Grade Level, ACT Score, and Proper Signatures).
4. Purchase any books needed for the course.
5. Pay for the course bill on time (if needed).
6. Keep track of my grade throughout the course.
7. Communicate with my college professor if issues arise.
8. If a student fails a course they will not be able to take another course the following semester.

Parent signature: _____ Date: _____

Student signature: _____ Date: _____

Counselor signature: _____ Date: _____

NECC Dual Credit Speech Course

Juniors that meet the criteria within the dual credit and early college course section, will allow those students to enroll in the speech course through NECC. This college course would do just as it says, students that pass the course will earn high school and college credit. However, if a student fails the NECC dual credit speech course, they will be required to take the high school speech course offered at Wakefield High School the following semester.

Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is Power School.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act. (Board Policy 5016)

Field Trips

Field trips require careful planning and oversight. Administrative and parent/guardian approval, appropriate supervision, and sufficient preparation must be considered during the planning process. Educational field trips should have a purpose and be appropriate for the age and maturity level of the group. Field trips that are planned for the purpose of entertainment alone will not be approved. Field trips that are planned as rewards will be considered and approved on a case-by-case basis. Students are not allowed to ride in private transportation with other students and their families. On all field trips and extended field trips, only WCS students may participate and the discipline code and rules and regulations of the school district shall be in effect from departure until return.

Educational School-Sponsored Field Trips

Educational school-sponsored field trips may be considered a part of the curriculum when such events contribute to the achievement of the educational goals of the school district. Field trips normally will be conducted within the school day and transportation will be provided by the school district only for trips that are curriculum-related. Permission slips are not needed unless the field trip is overnight or an out-of-state trip as parental permission for day field trips is signed at the time of student registration.

Activities Beyond the State Level of Competition

The school district will not fund competitive or participatory activities for students beyond the level of state competition without the approval of the Superintendent or designee. When approval is granted for an extended field trip involving competition or participation beyond the State level, the participating organization must cover 1/3 of the cost and the school district will cover 2/3 of the cost. Examples of activities beyond the State level of competition or participation may include career or technical competitions, National FCCLA Conference, National Skills USA Competition, etc. These costs may include transportation, room, and board, cost of substitutes, and all additional expenses deemed

appropriate by the Superintendent or designee. In order to avoid unexpected financial burden on families and reduced participation by students, there must be sufficient advance notification of planned participation by an organization beyond the State level. Consideration of the request may be denied if sufficient notice is not provided as determined by the Superintendent or designee.

Out-of-State, Overnight and Co-Curricular Field Trips

Out-of-State, overnight and all co-curricular club and organization field trips must be planned well in advance and receive prior written permission from the Principal and Superintendent. All student groups requesting travel must file an Extended Field Trip Request Form with the building prior to anticipated travel. The form must be approved by the Principal and Superintendent before parents and students are notified. In authorizing such extended field trips, the Principal and Superintendent shall consider:

- The educational benefits of the activity;
- The potential or actual loss of instructional time;
- The overall financial plan including the cost and who will bear the cost, how the funds will be raised, and what plan the organization has to assist with the expenses for students who may not be able to pay the entire expense of the trip;
- The frequency of the organization's request for extended travel;
- The overall supervision plan for the extended travel; and
- The inherent risks or dangers of the activity and other relevant factors.

The Superintendent or designee shall inform the Board of all approved out-of-state, overnight, or co-curricular field trips. After the field trip has been approved, the teacher or sponsor shall notify parents/guardians of the purpose of the trip. Written parent permission is required for all extended field trips.

Senior Field Trip

Wakefield Community Schools permit graduating seniors to participate in a field trip chaperoned by staff. Administrative and parent/guardian approval, appropriate supervision, and sufficient preparation must be considered during the planning process. Students are not allowed to ride in private transportation with other students and their families. On all field trips and extended field trips, only WCS students may participate and the discipline code and rules and regulations of the school district shall be in effect from departure until return. Also seniors must be passing all of their classes and must have less than 15 absences during the school year to be eligible to participate.

Trips Not Sponsored by the School District

Wakefield Community Schools is not responsible for non-school sponsored trips. Any staff member who arranges or is involved in arranging a trip that is not school-sponsored has the responsibility to clearly communicate in all meetings, publications, and postings, that the school district is not responsible for the trip. A field trip is privately sponsored if no school funds are used. Examples of non-school sponsored trips include international trips arranged by a travel company using school Wakefield Community Schools district staff to help arrange the trip, international trips arranged by a foreign language teacher taking students abroad during the summer, out-of-state trips taken by a club sports team where the team is coached by a student's high school coach or teacher, and out-of-state or international trips for band or orchestra students that are arranged by a booster club. All arrangements for such trips, including cost, travel, supervision, safety, and rules are the responsibility of the group or person making the trip available to the students or staff. Wakefield Community Schools have no

responsibility for such trips. Any questions regarding whether a trip is school-sponsored should be referred to the Principal or Superintendent. (Board Policy 6027)

Dress Code

Student Dress and Appearance

Student dress and appearance should support a safe, respectful, and productive learning environment.

Students must wear footwear at all times.

Clothing must adequately cover the chest, buttocks, groin area, and undergarments. Visible undergarments, except for straps or waistbands, are prohibited.

Hats may be restricted when required for safety, security, instructional activities, testing environments, or specific classroom expectations. Wearing hoods or any head covering that completely covers the face is prohibited.

Blankets, sleeping bags, pillows, and similar bedding items are not permitted during the instructional day unless approved through a documented accommodation, health plan, or administrative authorization.

Students may not wear clothing, jewelry, accessories, or body art that:

- Promotes alcohol, tobacco, nicotine products, illegal drugs, or weapons;
- Contains profanity, vulgarity, sexually explicit content, or obscene language;
- Promotes gang affiliation, violence, harassment, intimidation, or discrimination;
- Creates a safety hazard for the student or others;
- Causes substantial disruption to the educational environment.

Students are expected to comply with the district's dress code at all times while on school property or participating in school-sponsored activities. School employees who observe a potential violation of the dress code may address the concern with the student and direct the student to take appropriate corrective action. When necessary, the student may be referred to the office for assistance in resolving the concern.

Building administrators or their designees shall have the authority to determine whether student attire complies with this policy and to require reasonable corrective action when a violation is identified.

Student Discipline-Code of Conduct

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away) or any time while on school or district property.

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each incidence of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations for their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, 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 during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, 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. District administrators may develop building-specific protocols for imposition of student discipline.

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

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

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

Weapons and/or Firearms

Students will be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

After-School Sessions & Detentions

Teachers and administrators may require students to stay after school or to serve detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given 24-hour notice of after-school time or a detention so that parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 60 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after-school session may be given detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are up to 60 minutes, served in the central office or a teacher's room.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students will report to a designated location where they will study. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their in-school Suspension will face further disciplinary action.

Emergency Exclusion

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

Short-Term Suspension

The principal or the principal's designee may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, 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 applies to short-term suspensions:

1. The principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. 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 he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the principal 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.

An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the principal ordering the short-term suspension before or at the time the student returns to school. The principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete class work, including but not limited to examinations, under the following conditions: work made up is not to exceed two days without administrator approval.

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

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

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

- b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
- c. Violating school bus rules as set by the school district or district staff;
- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in initiations, defined as any ritualistic expectations, requirements or activities placed upon new members of a school organization, for the purposes of admission into the organization, even if those activities do not rise to the level of "hazing" as defined by law. Initiations are prohibited except by permission of the superintendent.
- i. Engaging in Hazing as defined by state law and this policy is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genital of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restriction on personal hygiene; yelling, swearing and insulting new members or rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault.
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send communication to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school on websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules

- them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline;
 - l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
 - m. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Due Process Procedure

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

1. On the date of the decision to discipline, the principal shall file with the superintendent a written charge and a summary of the evidence supporting such charge.
2. The principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the Student Discipline Act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. §79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

Reporting Requirement to Law Enforcement

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

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

Hearing Procedure:

1. **Hearing Officer.** The hearing officer shall be any person designated by the superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing, and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.

2. **Administrative Representative.** The principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. **Notice of Hearing.** If a hearing is requested within five school days of receipt of the notice, the hearing officer shall give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing within two school days after being appointed. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. **Continuance.** Upon a written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. **Access to Records.** The administrative representative, the student, the student's parent or guardian, and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the school district at any reasonable time prior to the hearing.
6. **Hearing Procedure.** The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath, and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing. the student may testify in his/her own defense in which case he/she shall be subject to cross-examination. However, the student may not be compelled to testify. A student's refusal to testify may not be used to discipline him/her at a later date nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. **Availability of Witnesses.** The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents/guardian, or their legal representative.
8. **Record.** The proceedings of the hearing shall be recorded at the expense of the school district.
9. **Findings.** Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendations may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. **Review by Superintendent.** The Superintendent of Schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. **Notice of Determination.** Written notice of the findings and recommendations of the hearing officer and the superintendent's determination shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the superintendent's determination shall take immediate effect.
12. **Appeal to Board.** The student, student's parents or guardian may, within seven school days following the receipt of the superintendent's decision, submit to the Superintendent of Schools a written request for a hearing before the Board of Education.
13. **Review by Board of Education.** Upon receipt of the request for review of the superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any board review shall be by posting on the schoolhouse door.
14. **Final Decision of Board of Education.** The final decision of the board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Emergency Exclusion

Grounds for Emergency Exclusion

Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion

In the event it is appropriate to consider the extension of an emergency exclusion (exclusion) of a student for more than five school days, pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to extend the exclusion beyond five days, such determination shall be according to the procedures set forth below.

1. **Notification of Student's Parent(s) or Guardian(s).** The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.
2. **Opportunity to Request a Hearing.** The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.
3. **Failure to Request a Hearing.** If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.
4. **Appointment and Qualifications of a Hearing Examiner.** If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.
5. **Hearing Examiner's Notice to Parent(s) or Guardian(s).** The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.
6. **Continued Exclusion.** If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.
7. **Examination of Student's Records and Affidavits.** Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

8. **Attendance at Hearing.** The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.
9. **Student's Witness(es).** The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.
10. **Right to Know Issues and Nature of Testimony.** The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.
11. **Presence of Student and Witnesses at the Hearing.** The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.
12. **Sworn or Affirmed Testimony.** The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.
13. **Hearing Examiner's Report and Recommendations.** The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.
14. **Superintendent's Decision.** The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Student Bullying

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyber bullying behaviors.

Disciplinary Consequences

The disciplinary consequences for bullying behavior will depend on the severity, frequency, duration, severity and effect of the behavior.. Students who believe they are being bullied should immediately inform a teacher or the building principal.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status

Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's anti discrimination policies.

Support for Students Who Have Experienced Bullying

Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

Bullying Prevention and Education

Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying and bullying prevention and digital citizenship. (Board Policy 5054).

Cell Phones and Other Electronic Devices

Students may not use cell phones or other personal electronic devices while at school during the hours of 8:00am to 3:45pm, except as permitted in this handbook.

Students are allowed to bring their cell phones and personal devices to school, however all devices must be powered down during school hours and kept in the students' academic locker, vehicle or book bag. The school is not responsible for any lost, stolen or damaged cell phones and personal devices. Students are not allowed to store their devices in the Athletic/Physical Education lockers. During the school day, the only electronic devices that may be used by a student are the school issued electronic devices. As always, if there is a need for parents to contact your child you may contact the school office. Consequences will include:

First offense: The phone/personal device will be confiscated by staff or administration and brought to the office. The student will need to come to the office **AFTER** the school day to collect their phone/personal device, after a conference with the principal.

Second offense: The phone/personal device will be confiscated by staff or administration and brought to the office. A parent will be contacted and the parent will be required to pick-up the device from the principal. The device will remain in the office until the parent picks up the device from school (even if the parent cannot come to the school that day).

Third offense: The device will be confiscated by staff or administration and brought to the office. 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 office until the parent picks up the device from school (even if the parent cannot come to the school that day).

Further violations of this policy, and/or an unwillingness to comply 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.

Exceptions to this handbook policy will be limited to medical needs, or a student's IEP that requires a student to access their device, but only for medical or educational reasons. If there is an emergency situation in which a student needs to use their device, it will be done so in coordination with the school administration and in the school office.

Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Students must comply with the school district's rules regarding no cell phone/other personal electronic devices used in class. "Electronic device" includes i-pods, i-pads, laptops, Apple watches, earbuds, and any other device that stores and communicates data by electronic means.

By bringing electronic devices or cell phones to school, students consent to the search of said devices by certificated school staff when the staff determines that such a search is reasonable or necessary.

Students may use cell phones or electronic devices while riding in school vehicles provided they have express permission to do so from the supervisor or driver of the vehicle.

Students shall be personally and solely responsible for the security of their cell phones, and other electronic devices. The district is not responsible for theft, loss or damage of a cell phone or any content on a cell phone or any other electronic device.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise 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. This may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such 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 property may be conducted at the discretion of administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particular suspicion or reasonable cause.

Device Usage and Internet Guidelines

Students are expected to use networked devices and the Internet as an educational resource. The following procedures and guidelines govern the use of devices and the Internet at school.

1. Student Expectations in the Use of the Internet

a. Acceptable Use

- i. Students may use the Internet to conduct research assigned by teachers.

- ii. Students may use the Internet to conduct research for classroom projects.
 - iii. Students may use the Internet to gain access to information about current events.
 - iv. Students may use the Internet to conduct research for school-related activities.
 - v. Students may use the Internet for appropriate educational purposes.
- b. Unacceptable Use
- i. Students shall not use school devices to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
 - ii. Students shall not engage in any illegal or inappropriate activities on school devices, including the downloading and copying of copyrighted material.
 - iii. Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school devices for any unauthorized or unlawful purpose or in violation of any school policy or directive.
 - iv. Students shall not use school devices to participate in online auctions, online gaming, or mp3/mp4 sharing systems.
 - v. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
 - vi. Students shall not use school devices for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
 - vii. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of school personnel.
 - viii. Students shall not erase, rename, or make unusable anyone else's device files, programs, or disks.
 - ix. Students shall not share their passwords with fellow students, school volunteers, or any other individuals. They also shall not use, or try to discover, another user's password.
 - x. Students shall not copy, change, or transfer any software or documentation provided by the school district, teachers, or another student without permission from the system administrator.
 - xi. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
 - xii. Students shall not configure or troubleshoot devices, networks, printers, or other associated equipment, except as directed by a teacher or the system administrator.
 - xiii. Students will not attempt to get around the school's internet filter in any way.
 - xiv. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
 - xv. Students shall not forge electronic mail messages or web pages.

- xvi. Students should refrain from utilizing AI to compose written assignments for school and presenting them as their original work. While AI can assist in research and idea generation, relying solely on it for writing undermines the learning process and academic integrity. It's crucial for students to develop their critical thinking, analytical, and writing skills through their own efforts. Using AI to produce assignments bypasses this essential learning experience and violates the principles of honesty and authenticity in academia. Additionally, submitting work generated by AI as one's own misrepresents the student's abilities and knowledge, ultimately detracting from the educational value of the assignment. Therefore, students should approach AI as a tool for assistance and learning, rather than a shortcut to academic success.

2. Enforcement

a. Methods of Enforcement

- i. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The devices are owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
- ii. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
- iii. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

b. Consequences for Violation of this Policy

- i. Access to the school's devices and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - 1. Loss of device privileges
 - 2. Short-term suspension
 - 3. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act
 - 4. Other disciplines as school administration and the school board deem appropriate.
- ii. Students who use school devices without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

Protection of Students

1. Children's Online Privacy Protection Act (COPPA)

- a. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
- b. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes.

2. Education About Appropriate On-Line Behavior

- a. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
- b. Staff will specifically educate students on
 - i. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - ii. Cyberbullying awareness and response.
- c. The School District's Technology Coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy. (Board Policy 5037)

3. 3rd Party Applications

- a. The school facilitates access to approved third-party applications as part of its commitment to enriching educational experiences. Through a careful selection, these applications complement the curriculum and enhance learning opportunities for students. By allowing access to these trusted resources, the school aims to foster creativity, innovation, and collaboration among its student body.

Copyright and Fair Use

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review Copyright for Students found at <https://www.whishostingthis.com/resources/student-copyright>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following website: <https://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Books & Fines

Textbooks are supplied at no cost to students and are checked out by the teacher in each class. Students are responsible for checking in the textbook (showing only normal wear) at the end of the term. Damage to books such as torn pages, broken covers, ink or pencil marks, etc. are subject to a fine at the discretion of administration.

Recess/Outside Temperature Guidelines

Outside recesses are required throughout the year for all elementary students. Students are expected to wear adequate clothing and boots for cold and wet weather. Please mark all outdoor clothing for identification. Building administrators make the final decision as to whether students remain outside or in the building due to a variety of playground and weather conditions, including:

- When the weather is raining or snowing heavily.

- Morning recess before school, when temperature or chill factor is 20 degrees F. All other recesses, when temperature or chill factor is 10 degrees F.
- When lightning or an approaching storm is in the immediate area.

Parents may send a note to have a child remain inside at recess for one day if a child is returning from an illness or another related reason. A doctor's note is required for an extended (more than one day) indoor recess.

Bicycles

Bicycles may be ridden to and from school. Parents are responsible for student safety during those trips. The school is not responsible for damage to, or the theft of, bicycles brought to school.

Student Driving and Parking

Students who drive to school are required to park their vehicles and leave them unoccupied until it is time to drive home. The speed limit on school property is 5 miles per hour. Students may not drive or have access to their vehicles during the school day without the express permission of their building principal or the superintendent of schools.

Students are to park appropriately and in the assigned areas on school property. Student parking shall not be permitted in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed.

By parking on school property, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules.

Pupil Transportation

It is the goal of the school district to provide safe, comfortable, and reliable transportation for bus-riding school children.

1. Emergency Procedures

a. Mechanical breakdown

In the event of a mechanical breakdown, the driver will:

- Stop the bus in a safe location
- Keep passengers in the bus, if it is safe to do so
- Take steps to warn motorists, by activating hazard lights and placing emergency triangles
- Radio or call for assistance

b. Injuries/Medical Emergencies

If a student is seriously injured or suffers from a medical emergency, the driver will stop the vehicle at the first safe opportunity. The bus driver will provide emergency medical assistance in accordance with the driver's first aid training. The bus driver will notify the school district of the emergency using the radio or other communication equipment. The district will then summon emergency medical services by immediately calling 911. If the bus driver cannot reach the district, the driver should send an adult or a responsible student to a telephone to call 911 and then the district.

c. Severe Weather

i. Tornadoes

If a driver determines that there is likelihood that a tornado will hit a vehicle, and there is not an escape route available or time to drive to a safe location, the driver will evacuate the bus, taking only the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the vehicle far enough away from the vehicle so that the bus will not roll over on the students. The driver should instruct students to cover their heads with their arms. If the students are wearing coats or jackets, they can be used to provide additional protection for their heads and bodies. If there is no time to evacuate the students after stopping the vehicle, the driver should have the students remain in their seats and assume a protective position with their heads below window level.

ii. Winter Weather

If the school district determines that a bus route is too dangerous to drive due to winter weather conditions, the district will cancel bus service on that route. This decision will be announced via local radio stations, school website and notification system and TV stations on the affected day.

Parents must ensure that students are appropriately dressed for winter conditions. Students shall not wait for a school bus in winter weather for more than 15 minutes past the scheduled pick-up time. If the bus has not arrived by that time, pupils are to return to their homes or to another place of shelter that the student and his or her parents have prearranged.

iii. Floods or Standing Water

It is generally appropriate to drive through a small or regular amount of water that has accumulated from a normal or typical rainfall. However, drivers should not drive through water on the road if: the water is moving or has a current; there is dangerous debris in the water; the driver cannot determine the depth of the water or there is a known dip in the road which would create a deeper section of water; or if there is any other water condition that the driver determines is unsafe to drive through.

d. Weapons, Hazardous Substances and Dangerous Contraband

If a driver discovers that a passenger may have a weapon, hazardous substance or other dangerous contraband on the bus, he or she should remain calm and call for assistance using a predetermined code. The driver should give the location of the bus to the dispatcher, continue the route while waiting for assistance. The driver should not inform passengers of the presence of the weapon or other contraband.

e. Unattended Items on or Near Pupil Transportation Vehicle

The driver shall check for unattended items on or near the vehicle as part of the exterior and interior pre-trip inspections. If circumstances make an item suspicious (because it is out of context, makes a noise, has visible wires, placement was witnessed, was hidden, has unidentified powders or putty-like substances, etc.), the driver shall not inspect, move, or otherwise touch the item. School staff will evacuate the area, then immediately report the item to the staff member's direct supervisor, a principal, or the superintendent. If the unattended item is not suspicious (it has the characteristics of lost or misplaced property or of discarded trash, etc), the driver may examine the item more closely. This

may include looking inside the item, attempting to identify the owner, reviewing security camera footage, or talking to those nearby, and then taking appropriate action.

f. Terroristic Threat

If a driver receives a terrorist threat that he or she deems credible, he or she will notify the school district of the threat using the radio or other communication equipment. After consulting with school officials, the driver will determine whether the threat requires evacuation of the bus. The school will promptly notify the authorities of the threat.

For purposes of this policy, a terroristic threat is a threat to commit any crime of violence, to burn, to damage property with the purpose of terrorizing others, to cause the evacuation of the bus.

g. Emergency Incident Reports

Bus drivers will provide written documentation of any of the emergency events specified in this policy by completing the bus log form. This documentation must be submitted to the school administration within 24 hours of the event.

2. Drop-off

Drivers will drop students off at a location pre-determined through communication between the school district and parents/guardians. In the event the drop-off location is uncertain or appears to be unsafe, the driver will communicate with school staff in the building to seek additional guidance.

In no event will a driver drop a student off in a location which in the reasonable judgment of the driver appears to be unsafe. Drivers who believe the drop-off location to be unsafe shall release students directly into the custody of a parent/guardian or shall return students to an authorized school employee

3. Evacuation of Students with Disabilities

The transportation supervisor, in consultation with bus drivers and members of the administrative team, shall develop a written emergency evacuation plan for each bus route. The plan shall include an assessment of each student's ability to evacuate himself or herself as well as his or her ability to assist others. Disabled students should practice their evacuation skills as required of their non-disabled peers if possible during evacuation drills. Students or other individuals who will be assisting disabled students evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any equipment on the bus that would aid in the actual evacuation.

4. Student Behavior on School Vehicles

Riding in the school bus or in a school vehicle is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding on the bus.

Rules of Conduct on School Vehicles:

1. Students must obey the driver promptly.
2. Students must stay in a safe place, clear of traffic and away from where the vehicle stops, while waiting for the bus or school vehicle to arrive.

3. Students are prohibited from fighting, engaging in bullying, harassing others or engaging in horseplay.
4. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students are prohibited from throwing or passing objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance in the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals into the vehicle.
9. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion.
10. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
11. Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
12. Students must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
13. Students must respect the rights and safety of others at all times.
14. Students must help keep the vehicle clean and orderly. Students must remove all personal items and trash upon exiting.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
16. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

5. Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include:

1. Note home to parents
2. Suspension of bus riding privileges
3. Exclusion from extracurricular activities
4. In-school suspension
5. Short term or long term suspension from school
6. Expulsion

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

6. Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement. (Board Policy 5044)

Routine Directory Information

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- Email address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or another factor known or possessed only by the authorized user.

Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses, and telephone numbers of high school students unless a student's parents have notified the district in writing that they do not want this information disclosed without their prior written consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, the district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act (FERPA). Parents will be given an opportunity to prevent the release of this directory information by filing a written objection with the district.

When a student reaches 18 years of age, the permission or consent required of and the rights accorded to the parents or guardians of such student under this policy shall only be required of and accorded to such student. Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, each school district shall notify each student who is at least 18 years of age or who will reach 18 years of age during such school year of (1) the option to make a written request to the school district that routine directory information for such student not be released in response to a request made by a military recruiter without such student's written consent and (2) that any such request made

previously by a parent or guardian for such student expires upon the student reaching 18 years of age. (Board Policy 5017)

Parents who OBJECT to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1st.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to:

- a teacher or other educator;
- administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel);
- school board member; volunteer;
- contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of Personal Identifiable Information from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district;
- members of law enforcement acting on behalf of the school district;
- a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any disclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington, D.C. 20202-4605

Safety Drills

Fire, tornado, bus, and crisis drills are held on a regular basis. In cooperation with the Wayne and Dixon County Sheriff's Departments and Fire Departments, a district crisis plan has been established for each attendance center. In case of an emergency, teachers and students may be evacuated from the school and taken to an alternative site. In the event of a safety concern, appropriate communication will be distributed to district patrons through varying forms as determined by the district safety team. Please do not come to the school or tie up the school's telephone lines with incoming calls during this time.

Student Assistance

Parents who have concerns regarding their child's academic, behavioral, social-emotional, or developmental progress are encouraged to contact their child's teacher, counselor, or building principal. School personnel may convene a Student Assistance Team (SAT) or Comparable Problem-Solving Team or Multi-Tiered System of Supports (MTSS) team to review the student's needs and identify interventions and supports designed to improve student success.

Parents who suspect that their child may have a disability and may require special education services have the right to request an evaluation. A request for an evaluation may be made at any time by contacting the building principal, school counselor, or special education administrator. Upon receiving a request, the district will review existing information and determine appropriate next steps in accordance with applicable state and federal special education regulations. (Board Policy 5067)

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol or tobacco while on school grounds, at a school activity, or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Section prohibiting the use or possession of alcohol, controlled substances and tobacco at all times.

Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies. The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law. (Board Policy 5030)

Sex Discrimination & Sexual Harassment of Students

Sex Discrimination

The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Any individual who believes he or she is being discriminated against on the basis of race, color, national origin sex, marital status, disability, or age may seek relief by filing a complaint pursuant to the board's complaint policy or contacting the district's Title IX coordinator.

Sexual Harassment

Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment of its students, even when the affected student does not complain to the faculty or the administration.

Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and of the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct.

Sexual harassment means: unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

A student who feels he or she has been sexually harassed should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal, or counselor with whom she or he feels comfortable.

Retaliation against a student who makes good faith reports of sexual harassment is prohibited. (Board Policy 5026)

Disciplinary Decisions

A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, or observation of educators, or any other credible evidence.

All complaints against staff members will follow the investigation, decision, and appeal process established in the district's complaint policy

Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct as established in the district's discipline policy.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below:

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b. Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted to the president of the board of education.
 - d. Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at ocr.kansascity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268 -0599.
3. When a complainant submits a complaint to an administrator, or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a. Determine whether the complainant has discussed the matter with the staff member involved.
 - i. If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

- ii. If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Interview the complainant to determine:
 - i. All relevant details of the complaint;
 - ii. All witnesses and documents which the complainant believes support the complaint;
 - iii. The action or solution which the complainant seeks.
 - d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
- 4. If either the complainant or the accused party is not satisfied with the building administrator's decision regarding a complaint he or she may appeal the decision to the superintendent.
 - a. This appeal must be in writing.
 - b. This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c. The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complainant involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received the written appeal.
- 5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
 - a. This appeal must be in writing.
 - b. This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d. The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it receives the complainant's written appeal.
 - e. There is no appeal from a decision of the board.
- 6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall:
 - a. Determine whether the complainant has discussed the matter with the superintendent.
 - i. If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent.
 - ii. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.

- c. Determine, in his or her sole discretion, whether to refer the matter to the board of education for consideration at a regular or special meeting.
 - d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.
- 7. NO Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.
 - 8. BAD Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution or (c) for the purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is not an appeal from dismissal made pursuant to this section.

Special Rules Regarding Education Services and Related Services to Students with Disabilities

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

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

Complaints about the educational services provided a student with disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Right adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Police Questioning Students

The school district and its administrators and staff desire to maintain a positive working relationship with law enforcement officers and other representatives of governmental bodies in the discharge of their duties. However, this desire must be balanced against other equally important factors such as a student's legal rights, ensuring that a student's time spent in school is for education, and acknowledging that the school stands *in loco parentis* to the students.

“Law enforcement officer” means police officers, county sheriffs, state patrolmen, Health and Human Service workers, Child Protective Services workers, Office of Juvenile Services workers, probation officers, U.S. Immigration and Customs Enforcement (ICE) agents, Federal Bureau of Investigations agents, or any other government investigatory workers.

“Parent” means the biological or adoptive mother or father, guardian, responsible relative, or any other person who has claimed legal or actual charge or control of the student pursuant to Nebraska law or Title 92 Nebraska Administrative Code Chapter 19.

Law enforcement officers are encouraged whenever possible to talk to a student away from the school before or after school hours so as to cause as little disruption as possible to the student’s education.

Law enforcement officers may be called to the school at the request of school administration, or they may initiate contact with the school for their own purposes. Contact between the school and law enforcement officers on matters involving students shall be made through the office of the superintendent or building principal and the law enforcement officer. All reasonable attempts should be

made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student’s and school’s education program. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.

School Related Criminal Activity

This section applies to alleged or suspected criminal activity that 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.

Law enforcement officers will be allowed to contact and question students at school regarding school related criminal activity as provided below.

The building principal must be notified before a student may be questioned in school or taken from a classroom by law enforcement. The building principal should request identification of the officers; their affiliation with the identified law enforcement agency; and whether their purpose is to interview, interrogate, or take custody of the student.

The building principal will make reasonable attempts to contact a student’s parent for his/her consent and/or presence before the student is interviewed. In the event that a parent cannot be contacted after reasonable attempts, the student will be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal or designee shall be present for such questioning. The student will be brought to a private room and the contact will be made out of sight of others as much as practicable.

If the student is suspected of criminal activity, it is the responsibility of the law enforcement officer to advise a student of his or her rights against self-incrimination.

If at any time the district's representative believes that the questioning is being conducted in an inappropriate manner and clearly contrary to the rights of the student, then the representative shall request that the law enforcement activities cease. The building principal will also make another attempt to contact the student's parents.

The building principal shall document steps taken to notify parents, summarize the law enforcement activities, identify the actions taken by the District on behalf of the student, and any further contacts with law enforcement officers.

Non-School Related Criminal Activity

Law enforcement officials may not question students at school unless parental consent is obtained or the law enforcement authorities have a warrant or court order.

Taking a Student into Custody

Law enforcement officers seeking custody of a student must contact the superintendent or building principal. The principal will request the arresting law enforcement officer to provide a copy of the arrest warrant, written parental consent, court order, or other document giving authority to take the student into legal custody. If there is no document presented, the principal should obtain the officer's name, badge number identifying the law enforcement agency, date, time, the reason for the arrest, and the place to which the student is reportedly being taken. Whenever practicable, the arrest or release of the student should be conducted in a location and in a manner that minimizes observation by others.

When a law enforcement officer removes a student from the school, the building principal will take immediate steps to notify the parent about the student's removal and 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.

Child Abuse and Neglect

When law enforcement officers seek to investigate reports of alleged child neglect or abuse regarding a student, the building principal shall obtain a proper identification from the authorities or officials. If a student interview is conducted on school grounds, the building principal or designee and other school personnel as appropriate shall observe the interview.

If the law enforcement officer decides to remove the student from school, school officials shall provide the law enforcement authorities with the address and telephone number of the student's parent or guardian. The principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign a statement certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of Neb. Rev. Stat. § 79-294.

Student Records

Student records will be shared with law enforcement officers only as allowed by state and federal law.

Use of Sniffer Dogs

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in Policy 3045.

Notice To Students and Staff

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action. (Board Policy 3045)

Threat Assessment and Response

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

1. Obligation to Report Threatening Statements or Behaviors

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such a report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

2. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent of schools, building principals, school counselors, school psychologist and school nurse. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking, or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

4. Communication with the Public about Reported Threats

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

Video Surveillance and Photographs

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 and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the following times unless the recording is made in a manner permitted by the school for members of the public:

- during the school day on school grounds
- when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or
- at a school-sponsored activity or athletic event.

In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy.

However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and Angel Sense devices

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Immunizations

1. General Rule

- a. Each student wishing to enroll in the school district must be immunized as required by state law and the rules and regulations promulgated by the Nebraska Department of Health and Human Services in effect at the time of the student's enrollment.
- b. The district is not responsible for the cost of such immunizations.
- c. Any student who does not comply with this policy shall not be permitted to continue attending school.
- d. The building principal shall be responsible for maintaining immunization records for the students enrolled in his/her building and shall share that information with the school's threat assessment and crisis teams as appropriate.

2. Exceptions

- a. Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for thirty (30) days without the necessary immunizations.
- b. Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:
 - i. A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household.
 - ii. An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.
- c. Students who are exempt from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease among the school population. (Board Policy 5010)

Health Practices

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled Methods of Competency Assessment of School Staff Who Administer Medication), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

1. Prescription medication
 - a. Parents/guardians must provide a physician's written authorization for the administration of the medication.
 - b. Parents/guardians must provide their own written permission for the administration of the medication.
 - c. The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.
 - d. Asthma / Allergy: Parents/guardians must complete the Asthma/Allergy Action Plan (2 forms).
2. Non-prescription medication
 - a. Parents/guardians must provide written permission for the administration of the medication
 - b. The medication must be brought to the school in the manufacturer's container.
 - c. The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Illnesses & Communicable Diseases Guidelines and Recommendations

School Guidelines:

1. If a child comes to the nurse's office and complains of not feeling well and has a temperature of 100.0 or above, they will be sent home from school.
2. Chicken Pox - Chicken Pox is a highly contagious disease. If your child comes down with Chicken Pox, he/she will not be allowed to return to school until 7 days from the time they broke out.
3. Head Lice - Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and, if appropriate, will be asked to pick up the student from school immediately. Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined. The student cannot ride the school bus until the district has cleared the student to return to school. (Board Policy 5062)
4. The school nurse will then re-check everyone concerned with head lice. All washable clothes, coats, hats, bed linens, afghans, throw pillows, etc., should be washed in hot water and dried on the highest dryer setting. Carpets and upholstered furniture should be vacuumed. Non-washable items should either be dry-cleaned or wrapped in a plastic bag for 10 days.

5. Impetigo is characterized by red lesions, often with scab and discharge. It is highly contagious. If noted on your child, you will be asked to remove him/her from school. He/she may return to school as soon as prescribed antibiotic salve is applied to the area. A doctor's prescription is required for Impetigo treatment. If the area does not improve dramatically in 2 to 3 days, your child will need an internal antibiotic medication prescribed by your doctor. [A doctor's note is required upon returning to school.](#)
6. Conjunctivitis (Pink Eye) - If noted on your child, we will ask that you remove your child from school. He/she may return as soon as he/she is on medication prescribed by a doctor. Please bring a doctor's note or a prescription medication to the office when you come back to school.
7. Children with communicable diseases such as head lice, chickenpox, measles, mumps, and rubella will be excluded according to Title 173 - Nebraska State Department of Health and Human Services guidelines. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call Mrs. Angie Borg (402) 287-9892.
8. Ringworm is a fungal infection appearing as scaly oval lesions of the skin. Treatment needs to be started and areas must be covered.

School Recommendations:

1. If your child has any of these symptoms: above-normal temperature (100° or more), upset stomach, headache, earaches, diarrhea, sore eyes, cough, rash or skin eruptions, and/or pain or swelling, it is best to keep them home until consulting with your physician. The student may return to school when they are fever and symptom-free for 24 hours.
2. Students habitually absent due to illness may be required to provide the school with a doctor's written excuse for each absence.
3. Absences due to illness will count toward the absence limitations.

Eye Exam

All students enrolling in kindergarten or transferring into the school district from out-of-state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse or optometrist, which consist of testing for amblyopia, strabismus and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within the last six months prior to entrance. They must provide evidence of the vision examination within sixty days after the student's enrollment. Any parent(s) or guardian(s) who object to a vision examination must submit a signed and dated refusal form to the school. Parents or guardians who wish to receive information regarding free or reduced-cost visual evaluations may contact School Nurse Angie Borg at 402-287-9892 or aborg@wakefieldschools.org or Kids Connection at (877) NEB-KIDS or the Nebraska Optometric Association at (800) 766-4466. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students, if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible that are comparable to services provided to other students in the school regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is **insert name**, who may be contacted at (402) 287-2012.

504 Plan

The school district will provide appropriate services to all children who qualify for them under Section 504 of the Rehabilitation Act of 1973.

1. Complaints concerning entitlement to student services under Section 504 should be filed with the school district's 504 Coordinator. All complaints must be in writing and signed by the person making the complaint. The 504 Coordinator may be contacted at: Mrs. Allie Holcomb, 802 Highland Street, PO Box 330, Wakefield, Nebraska 68784, (402) 287-2012.
2. The coordinator will conduct an initial review of the complaint and attempt to affect a resolution. If the coordinator cannot resolve the complaint, the complaining party will be advised in writing. In reviewing the complaint, the coordinator will meet with the complaining party, the complaining party's representative(s), and appropriate school district personnel including, but not limited to, the child's teacher(s) and school counselor.
3. If the coordinator does not resolve the complaint, the parties may agree to consult with a mediator from the Department of Education.
4. If the parties are unable to resolve the complaint through mediation, the party filing the complaint will be advised of the right to file the complaint with the Office of Civil Rights, U.S. Department of Education, Region VII, Kansas City, Missouri, or to initiate judicial remedies as permitted by law.
5. All meetings that the complaining party is to attend shall be scheduled at a time convenient to both the complaining party and the coordinator.

Student Insurance

The school district is not an insurer of student safety; parents are encouraged to secure insurance covering their students' healthcare needs, including catastrophic coverage for injuries which may be sustained while participating in athletics or other extracurricular activities.

Extracurricular Activities

Code of Conduct

Students are encouraged to participate in Wakefield Community Schools' extra-curricular activities. Participation in activities is a privilege, which carries with it responsibilities to the school, team, student body, and community. Participants are not only representing themselves, but also their school and community.

Activities subject to the Code of Conduct

Extracurricular activities shall include, but are not limited to: all athletics, Speech, FCCLA, FBLA, [One World Club](#), [Educators Rising](#), [SkillsUSA](#), STUCO, Play Production, and National Honor Society. Activities under these guidelines shall also include Homecoming (including coronation and dance), Prom (including the grand march and dance), Post Prom, the Athletic Banquet, and the band/music trip. Music students will be under the Code of Conduct guidelines for solo or small group performances, but shall be allowed to participate in large group performances (such as home pep band events, or home concert events) since these are part of their academic grade for those classes. Students participating in activities are representing our school and subject to additional voluntary guidelines in order to be involved in the activity. General student discipline guidelines still apply.

Alcohol, Tobacco, & Controlled Substances

Alcohol

1. Student is seen in possession or under the influence of alcohol by a certified staff member at school, or at a school function.
2. Student is cited for substance abuse (MIP, DUI, DWI), or witnessed under the influence or in possession of alcohol by a certified staff member.

First Offense- Self-Reported

1. The self-report guideline can only be used on a student's first offense.
2. The student must report the violation to a teacher, coach, or administrator by the following school day, practice day, or game day (whichever comes first).
3. The student may be required to attend practice.
4. The student will be ineligible to publicly perform in an extracurricular activity for 15 school days. Suspension includes weekend activities that occur during the 15 day school day school span.

First Offense- Non Self Reported

1. The student may be required to attend practice.
2. The student will be ineligible to publicly perform in any extracurricular activity for 30-school days. Suspension includes weekend activities that occur during the 30-school day span.

Second Offense

1. The student may be required to attend practice.
2. The student will be ineligible to publicly perform in any extracurricular activity for 60-school days. Suspension includes weekend activities that occur during the 30-school day span.
3. The student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.

Third Offense

1. The student will be ineligible to publicly perform in any extracurricular activity for 180 school days. The date of the incident will be the first day for counting purposes.

2. The student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.
3. The student shall obtain a drug/alcohol counseling evaluation and follow said recommendations, at parent's expense.

Tobacco Offenses

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any such look-alike product, is not permitted on school property or school event at any time.

First Offense

- 5-School day suspension from activities, including weekend activities that occur during the 5 school day span.

Second Offense

- 15-School day suspension from activities, including weekend activities that occur during the 15 school day span.

Third and Subsequent Offenses

- 30-School day suspension from activities, including weekend activities that occur during the 30 school day span.

Controlled Substances Offenses

Student is cited, or convicted of being in possession of, or under the influence of, or is found to have intent to sell or distribute any controlled substances or illicit drugs by school staff or law enforcement will result in suspension from any extracurricular school activities for 180 school days. The date of the incident will be the first day for counting purposes. Students must appear before the Board of

Education at a regularly scheduled meeting and formally request reinstatement to the activities program.

The coaches/sponsors and administrators will work together to determine the specific dates of sporting events and activities in which students are deemed ineligible.

Extracurricular Drug Testing Program

The school district supports and values student participation in extracurricular activities. Students in all extracurricular activities in grades 7-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs.

Overview

The procedure for initial and random drug testing of students in athletics and extracurricular activities is accomplished in conjunction with an independent drug testing Drug Program Administrator (DPA) approved by the Board of Education. Prior to the initial testing, the DPA is provided by the Designated Official a list of eligible students and in turn randomly selects these students for drug testing at regular intervals. The DPA will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. The DPA will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the Designated Official by the MRO. Specimens are collected as split specimens.

1. Purpose of Random Drug Testing

Recognizing that observed and suspected use of alcohol and illicit drugs by Wakefield Community Schools students is a serious concern, a program of deterrence will be instituted as a proactive approach to a truly drug free school. Likewise, students using illegal drugs pose a threat to their own safety, as well as to that of other students. The purpose of this program guided by the **following** principles:

- a. The school district seeks to provide a safe, drug-free school.
- b. The school district seeks to deter the use of illegal and prohibited drugs and alcohol among students.
- c. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs.
- d. The school district recognizes that students who use illegal and prohibited drugs pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
- e. To encourage students who use drugs to participate in drug treatment programs;
- f. Prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Wakefield Community Schools.
- g. The school district finds that the drug and alcohol problem among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs and alcohol.

The program is designed to create a safe, drug free, environment for students and assist them in getting help when needed.

SUPPORTING DATA

Random urine drug testing of a public school is legal as determined by the United States Supreme Court in the case of **Vernonia School District 47J (Oregon) v. Wayne and Judy Acton** and **Pottawatomie v. Earis**.

2. Non-Punitive Nature of Policy

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Wakefield Community School Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Wakefield Community School Board of Education, to the extent permitted by such subpoena or legal process.

- 3. Notice.** Each student who participates or seeks to participate in extracurricular activities is responsible for reading the policy in the Student Handbook. The Student Handbook is available online at www.wakefieldschools.org or a hardcopy can be obtained at the High School office.
- 4. Designated Official.** The Designated Official shall be the superintendent or his or her designee unless otherwise indicated.

5. Testing Year.

The testing year begins the date the first activity/practice for the upcoming school year commences and continues for 365 days thereafter.

6. Sample Collection.

Samples will be collected as outlined under Drug Program Administrator Requirements, Paragraph 5 and 9 below. Any eligible student selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be unable to participate until the proper specimen is provided. Arrangements may be made for special collections at a Collection site with prior approval of the Designated Official. There may be an additional fee associated with the use of an off-site collection point.

7. Drug Program Administrator Requirements

At a minimum, the Vendor must be able to provide the following services:

a. Random Selection of Eligible Students

Once provided a list of eligible students, the DPA must select the required number of students in a random and confidential manner. Up to bi-weekly, the DPA will arrange with the Designated Official a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student names will be given to the Designated Official, who will arrange for these students to report to the collection area.

b. Collection of Urine Specimens

The DPA will oversee the collection of urine specimens as outlined in the **Procedures for Random Urine Drug Testing of Wakefield Community School Students**. Chain of Custody forms will be provided by the DPA that meet the criteria of this Policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

c. Testing of Urine Specimens

The DPA will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the **Substance Abuse and Mental Health Services Administration (SAMHSA)**. The testing laboratory should have greater than 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immunoassay technique, with all presumptive positive results then confirmed by a **Liquid Chromatography/Mass Spectroscopy (LC/MS)** or similar confirmatory test.

d. The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens. The Building principal may specify specific classes of substances to be tested.

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
MDMA (Ecstasy)	Nicotine	Opiates
Phencyclidine	Propoxyphene	Synthetic Cannabinoids

e. Medical Review Officer (MRO) Services

The DPA will provide MRO services by a licensed physician who is certified by the **Medical Review Officer Certification Council (MROCC)** or the **American Association of Medical Review Officers** as having proven by examination to have had the

appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally the MRO must demonstrate a willingness to abide by the **Procedure for Random Urine Drug Testing of Wakefield Community School** as to the evaluation of positive drug tests and reporting findings in a timely and confidential manner. All results will be kept on file for a period of five year.

f. **Reporting of Random Urine Test Results by DPA**

The MRO will certify all urine drug screens as negative or positive. Positive findings will be reported by telephone in a confidential manner to the Parent and then the Designated Official.

g. **Statistical Reporting and Confidentiality of Urine Drug Test Results**

The DPA, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Wakefield Community School Board of Education. The DPA will provide the Designated Official with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

8. **Activities subject to the Drug Testing.** This policy applies to any activity that meets the guidelines of any extracurricular activity at the school district which includes but is not necessarily limited to the following:

For grades 9-12:

Art Club, Basketball, District Music Contest Participants, FBLA, FCCLA, FFA, Skills USA, Football, Golf, NHS, One-Act, Pep Band, Quiz Bowl, Speech Team, Student Council, Swing Choir, Color Guard, Track, Volleyball, Wrestling.

For grades 7-8:

Basketball, FBLA, FCCLA, FFA, Skills USA, Color Guard, Football, Swing Choir, Student Council, Track, Volleyball, Wrestling.

Activities under these guidelines shall also include activity events, trips, conferences, community service events, dances, Homecoming events (including coronation and dance), Prom (including the grand march and dance), Post Prom, the Athletic Banquet, and music trips. Music students will be held to the guidelines for solo or small group performances, but shall be allowed to participate in large group performances (such as home pep band events, or concert events) that are part of their academic grade for those classes. Students participating in activities are representing our school and subject to additional voluntary guidelines in order to be involved in the activity. General student activity discipline guidelines still apply.

For testing purposes, an emphasis may be placed on activities that are currently “in-season” but the district may draw from the roster of other “out-of-season” activities as well.

9. **Students Who Are Required to Submit to Drug Testing**

a. **Grades.** All students in grades 7-12 who participate in any extracurricular activity or competition are part of the pool subject to random drug testing.

b. **Informed Consent for Testing.** At the beginning of each year/season or when a student moves into the District, students and parent/guardian/custodian will complete and sign the **Wakefield Community School Code of Conduct and Consent to Perform Random Drug Testing** form. A student and his or her parent/guardian or

custodian must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.

- c. **Selection Pool Eligibility.** Students shall remain in the selection pool for an entire school year from the date the consent form is received by the school district except that students who quit during the season or activity (prior to being selected for testing) or students who are cut from an activity will be removed from the testing pool. Students in grades 7 and 8 will be in their own selection pool, and students in grades 9-12 will be in a separate selection pool.
- d. **Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent)/guardian/custodian. Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for 90 school days. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for 90 school days from the date the Withdrawal of Student from Activity form is received by the Designated Official.

- 10. Drugs.** Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. "Drugs" means:
- a. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*
 - b. Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
 - c. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in Neb. Rev. Stat. § 48-1902(1).

11. Testing Procedures

- a. **Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list may be submitted to the Drug Program Administrator (DPA) by the Designated Official. Once provided a list of eligible students, the DPA must select the required number of students in a random and confidential manner. The DPA will use a system to assure that students are selected in a random fashion. This system will utilize a computer based system designed specifically for the purpose of randomly selecting individuals for drug testing. The selected student names will be given to the Designated Official, who will arrange for these students to report to the collection area..
- b. **Reasonable Suspicion Testing.** In addition to random drug testing, a student is subject to drug testing at any time when the Drug Testing Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Testing Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable.

- c. **Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parents/guardians/custodians may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The parents/guardians/custodians making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parents/guardians/custodians in advance of the test.
- d. **Type of Test.** The school district reserves the right to utilize breath, saliva, hair or urinalysis testing procedures. Urine and oral fluid samples which screen positive will be confirmed by GC/MS. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).
- e. **Scheduling of Drug Testing.** Urine drug testing is unannounced. The day and date are selected by the Designated Official and confirmed with the DPA. Random testing may be done up to bi-weekly, but not during holidays and spring break.
- f. **Collection Site.** The Designated Official will designate the collection site at which students will provide specimens.
- g. **Collection Procedures.** The school board will approve a Drug Program Administrator (DPA) recommended by the Designated Official. The DPA or school administration shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA will oversee the collection of urine specimens as outlined in the **Procedures for Random Urine Drug Testing of Wakefield Community School**

Students. Chain of Custody forms will be provided by the DPA that meet the criteria of this Policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

- h. **Procedures for Random Urine Drug Testing of Wakefield Community School Students.** Selected students are called from class to the collection site. A specimen of urine is collected following this process:
 - i. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
 - ii. The collector may add a bluing agent (food coloring) to the water in the urinal or toilet.
 - iii. Students are asked to not wash their hands unless visible by the collector. A non-alcoholic wipe may be used instead.
 - iv. The drug testing custody and control form is initiated by the Student and collector.
 - v. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (at least 45ml) in one attempt. The student is also told they are to hand the container of urine to the collector upon completion.
 - vi. The student enters a closed stall to collect the specimen, then hands the container to the collector.

- vii. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering.
- viii. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered **a refusal to test** and the Designated Official notified.
- ix. With the student watching, the collector will pour the specimen into the two bottles and recap the specimen bottles tightly.
- x. The collector takes the bottle seals and places them over the caps and sides of the bottles and requests they are properly dated and initialized by the student.
- xi. The sealed bottles are placed inside the transport bag.
- xii. The top lab copy of the drug testing custody and control form is folded with the top portion visible to the outside and placed in the Requisition Pouch. The transport bag and pouch are sealed as indicated. The student completes the COC and is given the donor copy of the form.
- xiii. The student may wash their hands and is then sent back to class.
- xiv. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.
- xv. The Designated Official will be notified immediately of any student who refuses to give a urine sample or is suspected of adulteration.
- xvi. A copy of the Drug Test Form will be given to the Designated Official by the collector the day of the testing.
- xvii. The DPA is responsible for seeing the specimens are delivered to or picked up to the testing laboratory and the Chain of Custody form properly annotated. The DPA is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of the **Policy for Random Urine Drug Testing of Wakefield Community School** and the testing laboratory. A student number will be used for identification with the student's name only appearing on the copies that go to the donor, MRO, and Designated Official.
- i. Medical Review Officer (MRO) Responsibilities The MRO team will review all results of urine drug testing. Any urine specimen testing positive for illicit drugs, banned substances, or adulteration will be handled in the following manner:
 - i. The MRO determines if any discrepancies have occurred in the Chain of Custody.
 - ii. Depending on the substances found in the urine, if necessary the parent/guardian/custodian will be contracted to determine if the student is on any prescribed medication from a physician.
 - iii. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
 - iv. The MRO will then determine

- j. **Drugs.** The DPA will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA). The testing laboratory should have greater than 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immuno-assay technique, with all presumptive positive results then confirmed by a **Liquid Chromatography/Mass Spectroscopy** (LC/MS) or similar confirmatory test.

The testing laboratory can test for the following drug classes, substances or their metabolites in collected urine specimens. The Designated Official may specify specific classes or substances to be tested.

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
MDMA (Ecstasy)	Nicotine	Opiates
Phencyclidine	Synthetic Cannabinoids	Propoxyphene

- k. **Results.** The DPA shall notify the student and the Drug Testing Coordinator of any positive test after the initial screening. The Drug Testing Coordinator shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or parent/guardian/custodian to discuss

the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Designated Official of the positive test result. The Designated Official shall notify the student's parent/guardian/custodian and any staff member responsible for implementing the consequences of this policy.

Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur after notification of the parent:

- 1) The Designated Official, within 24 hours, will notify the parent/guardian/custodian first, then the student of any positive results. The Designated Official may keep all test results for a period up to 5 years.
- 2) If the parent/guardian/custodian or student wishes to contest the results, the DPA will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Designated Official for testing. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Designated Official in writing within 72 hours from first notification of positive

test results. The student and his or her parent/guardian/custodian must pay the associated costs for an additional test in advance. The costs will be reimbursed the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.

- I. The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported

12. Consequences for Testing Positive. Whenever the test results indicate the presence of drugs, the Designated Official shall schedule and hold a confidential meeting with the student, parent/guardian/custodian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Designated Official shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows. At the end of each consequence period, the student must submit another test and the test must be negative before becoming eligible again. All offenses are cumulative in grades 7-8. Offenses that occur in grades 7-8 shall not count as offenses in grades 9-12. All offenses are cumulative in grades 9-12:

a. First Offense

- i. The student may be required to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 30 school days. The day of the positive test result shall be the first day for counting purposes. In the case of the student admitting guilt prior to a positive test, the day of admission of guilt shall be the first day for counting purposes. In this case, the student will still be asked to submit a test.
- iii. Loss of any leadership position(s)
- iv. Participate in a drug assistance program as assigned by the Designated Official or an agreed upon program with the parent/guardian/custodian.
- v. Complete 20 hours of community service approved by the designated official,
- vi. Submit to two follow-up drug tests at the parent/guardian expense.
- vii. Failure to comply will result in suspension from activity privileges for one calendar year.

b. Second Offense

- i. The student may be required to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 60 school days. The day of the positive test result shall be the first day for counting purposes.
- iii. Loss of any leadership position(s)
- iv. Participate in a drug assistance program as assigned by the Designated Official or an agreed upon program with the parent/guardian/custodian.
- v. Complete 20 hours of community service approved by the designated official,
- vi. Submit to two follow-up drug tests at the parent/guardian expense.
- vii. The student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement into the extra-curricular activities program.

- viii. Failure to comply will result in suspension from activity privileges for one calendar year.

c. Third and Subsequent Offenses

- i. The student will be ineligible to publicly perform in any extracurricular activity for 180 school days. The day of the positive test result shall be the first day for counting purposes.
- ii. Loss of any leadership position(s),
- iii. Participate in a drug assistance program as assigned by the Designated Official or an agreed upon program with the parent/guardian/custodian.
- iv. Complete 20 hours of community service approved by the designated official,
- v. Submit to two follow-up drug tests at the parent/guardian expense
- vi. The student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement into the extra-curricular activities program.
- vii. Failure to comply will result in suspension from activity privileges for one calendar year.

13. Refusal to Test. A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall be deemed to have submitted a positive test.

14. Tampering. Tampering is the use of any agent or technique which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Designated Official, DPA or the MRO determines that a student tampered with a drug test, the student shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for 180 school days.

The use of any such agent or technique shall be treated as a positive test for drugs prohibited by this Policy and shall be subject to the penalties set forth in Section 12 of this Policy.

15. Maintenance of Records. All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Designated Official shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

16. Appeal. A student participating in extracurricular activities who has been determined by school district officials to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). The request for a review must be submitted to the Superintendent in writing within seven (7) school days of notice of the positive test. A student requesting a review will be deemed ineligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be final in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

17. Severability. If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

18. DEFINITIONS

- a. **Drug Program Administrator (DPA)** - The medical office or company approved by the Board of Education to carry out the policy and procedure.
- b. **Designated Official** - The individual hired by the school or district to oversee the drug testing program of the school or district.
- c. **Medical Review Officer (MRO)** - A licensed physician trained and certified in the process and interpretation of drug testing results.
- d. **Illicit substance** - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.
- e. **Banned Substance** - A substance defined by School policy as being banned from use by students.
- f. **Student Participant** - A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association, an extracurricular activity as defined by the board, or a student wishing to receive a parking permit.
- g. **SAMHSA** - The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.
- h. **LC/MS** - Liquid Chromatography/Mass Spectrometry; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.
- i. **Quantitative Levels** - The measurement levels of a specific chemical in the urine reported usually in nanograms per milliliter (ng/ml).
- j. **Chain-of-custody Form** - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.
- k. **Adulterant/Adulteration** - Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

Form: School - Parent - Student Compact
Wakefield Community School
2025-2026 School Year

The Wakefield Community School District and the parents of students participating in activities, services, and programs funded by Title 1 agree that this Compact outlines how the parent/guardians, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents/guardians will build and develop a partnership that will help children meet or exceed the District's standards.

School Responsibilities:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.
- Provide parents with progress reports as requested and pursuant to district policy. Communicate and work with families to support student's learning.

Parent Responsibilities:

I will support my child's learning in the following ways:

- Value and support my child's attendance at school;
- Ensure that homework is completed
- Promote positive use of my child's extracurricular time;
- Endeavor to participate in parent groups that support the district's students;
- Endeavor to stay informed about my student's progress and request updates as needed.

Student Responsibilities:

I will share the responsibility to improve my academic achievement in the following ways:

- Cooperate with my teachers in school and be responsible for my behavior;
- Complete all of my homework assignments on time;
- Participate to the best of my ability in all of my classes;
- Participate in extracurricular activities which will help me become a better student and stay active in my school and community;
- Let my teachers and family know when I need help.

WAKEFIELD COMMUNITY SCHOOL

802 HIGHLAND, PO BOX 330 - WAKEFIELD, NE 68784-0330

Angela Zach, Secondary Principal, azach@wakefieldschools.org

Katie Wright Oswald, Elementary Principal, kwright@wakefieldschools.org

(insert name), Superintendent, (insert email)

Phone: (402) 287-2012 (HS)

(402) 287-9892 (Elem)

Fax: (402) 287-2014

<http://www.wakefieldschools.org>

**Form: Consent to Perform Random Drug Testing
2025-2026**

Student Name _____ Grade _____

As a student and parent:

- We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.
- We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.
- We understand that when students participate in any extracurricular activity, they will be subjected to random drug testing. If they refuse, they will not be allowed to practice or participate in any extracurricular activity. We have read this consent statement and agree to its terms.
- We understand this is binding while a student is enrolled in the Wakefield Community School District.

CONSENT TO PERFORM DRUG TESTING

We hereby consent to allow the student named on this form to undergo drug testing for the presence of drugs and alcohol in accordance with the Extracurricular Drug Testing Program adopted by the Board of Education. We understand that any samples will be sent only to a qualified laboratory for actual testing. We hereby give our consent to the medical vendor selected by the school board, their Medical Review Office (MRO), laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform testing for the detection of drugs and to release the results of those tests as provided in the policy. We understand these results will be forwarded to school district officials and will also be made available to us. We agree to sign any necessary releases if requested to do so.

We understand that consent pursuant to this Consent to Perform Random Drug Testing will be effective for all extracurricular activities in which this student might participate during the current school year.

We hereby release the Wakefield Community School Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Form: Collaborative Plan Addressing Barriers to Attendance

Student Name: _____ Grade: _____

Classroom/Homeroom Teacher: _____ Date of Meeting: _____

Number of absences at time of meeting: _____

What are the primary reasons the student has been absent: _____

Based on that information, meeting participants considered the following issues (check all that apply):

- ☐ Illness related to physical or behavioral health of the child
- ☐ Educational Counseling
- ☐ Referral to community agencies for economic services
- ☐ Family or individual counseling
- ☐ Assisting the family in working with other community services
- ☐ Referral to student assistance team for possible Section 504 or IDEA eligibility
- ☐ Other: _____

Attendance Plan

Based on the above considerations, this attendance plan will be put into place:

Steps to be taken by school staff: _____

Steps to be taken by student: _____

Steps to be taken by parent/guardian: _____

Steps to be taken by third parties: _____

Signature of Meeting Attendees:

Parent/Guardian: _____

Student: _____

Attendance Officer: _____

Social Worker or School Administrator: _____

Other (indicate title): _____

Notice to family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. ***Please note that if your student accrues more than 20 absences, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).***

I have received a copy of this plan:

Parent/Guardian: _____

Student: _____

(Form 2014)

Form: Acknowledgement of Receipt of Attendance Policy

I understand that consistent school attendance is required by state law. I also understand that student achievement is directly linked to excellent attendance. I have received the board of education's new policy on student attendance and have reviewed it.

Student Name _____

Student Signature _____

Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

Form: Non-Prescription Medical Parent Permission Form

Student Name: _____ Grade: _____

Date: _____

Medication and Dosage to be given: _____

Time Medication is to be given: _____

What is Medication being given for: _____

Any special directions or comments: _____

If Medication is being given when child has a specific complaint (EXAMPLE: headache), how many

hours apart should the above dosage be given? _____

I hereby grant the designated school personnel permission to administer the above named medication to the above named child according to my directions,

Parent/Guardian Signature: _____

Date: _____

1. All medication must be in the original container with a label and child guard cap.
2. All medication dosages and times to be given must correspond to directions on the container. (EXAMPLE: no Extra Strength Tylenol or adult cough syrup to a child under the age of 12)
3. The medication and permission forms shall be left with the office personnel at the start of the day.
4. Parents/Guardians will assume the medication is administered per request unless the designated personnel or school nurse notifies them by phone or note that the medication was not given and the reason why.
5. Parents/Guardians are encouraged to pick up any unused medication as soon as possible after the child has completed taking it. At the end of the school year any medication that has not been picked up by the parent/guardian will be destroyed.

Form: Prescription Medication Authorization Form
Administration of Medication at School

Student Name: _____

Birth Date: _____ Grade: _____

THIS PORTION MUST BE COMPLETED BY PHYSICIAN/DENTIST/PROVIDER

<u>Name of Medication</u>	<u>Dosage</u>	<u>Route</u>	<u>Time of Day</u>
_____	_____	_____	_____

If given prn (as needed), specify the length of time between doses _____

Inhalers: _____

Indicate if student must carry on his/her person

Student is capable of self-administration of medication _____ Yes _____ No

Possible side effects of medication _____

Is it safe for unlicensed staff to provide this student this medication _____ Yes _____ No

Emergency procedure in case of serious side effects _____

I request and authorize that the above-named student be administered/provided the above-identified medication in accordance with the instructions indicated above from _____ to _____ (not to exceed the current school year) as there exists a valid health reason which makes administration of the medication advisable during school hours.

Date of Signature

Physician/Dentist/Provider Signature

Telephone Number

Print or Type Name

Please Note: If samples of medication are to be given, they must be labeled with the name of the student, dosage, route, and time to be given.

THIS PORTION TO BE COMPLETED BY THE PARENT/GUARDIAN

I request/authorize the school to give medication to my student in accordance with the healthcare provider's instructions written above. I understand that unlicensed staff may be assigned to provide medication to my student, and I accept ultimate responsibility for monitoring the effects of this medication.

Permission to carry inhaler _____ Yes _____ No

Permission to self-administer medication _____ Yes _____ No

Date

Parent/Guardian Signature

Home Phone

Work Phone

(Form 2014)

Asthma Treatment

Give quick relief medication when a student has asthma symptoms, such as coughing, wheezing or tight chest.

- ☐ Albuterol HFA (Proventil, Ventolin, ProAir) 2 inhalation
- ☐ Levalbuterol (Xopenex HFA) 2 inhalations
- ☐ Pirbuterol (Maxair) 2 inhalations
- ☐ Use inhaler with valved holding chamber
- ☐ Albuterol inhaled **by nebulizer** (Proventil, Ventolin, AccuNeb)
 - ☐ 0.63 mg/3 mL
 - ☐ 1.25 mg/3 mL
 - ☐ 2.5 mg/2mL
- ☐ Levalbuterol inhaled **by nebulizer** (Xopenex)
 - ☐ 0.31 mg/3 mL
 - ☐ 0.63 mg/3 mL
 - ☐ 1.25 mg/3 mL
- ☐ May carry & self-administer inhaler (MDI)
- ☐ Other: _____

Closely Watch the Student after Giving Quick Relief Medication

If, after 10 minutes:

- Symptoms are better, student may return to classroom after notifying parent/guardian.
- Symptoms are not better, give the treatment again and notify parent/guardian right away.
- **If student continues to get worse, CALL 911 and use the Nebraska Schools' Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol.**

Anaphylaxis Treatment

Give epinephrine when a student has allergy symptoms, such as hives, hard to breathe (chest or neck "sucking in"), lips or fingernails turning blue, or trouble talking (shortness of breath).

- ☐ EpiPen® 0.3mg
- ☐ EpiPen® Jr 0.15 mg
- ☐ Auvi-Q™ 0.3mg
- ☐ Auvi-Q™ 0.15mg
- ☐ Adrenaclick® 0.3 mg
- ☐ Adrenaclick® 0.15mg
- ☐ May carry & self-administer epinephrine auto-injector
- ☐ Use epinephrine auto-injector immediately upon exposure to known allergen
- ☐ If symptoms do not improve or they return, epinephrine can be repeated after 5 minutes or more

Lay person flat on back and raise legs. If vomiting or difficulty breathing, let them lie on their side.

CALL 911 After Giving Epinephrine & Closely Watch the Student.

- Notify parent/guardian immediately
- Even if student gets better, the student should be watched for more symptoms of anaphylaxis in an emergency room.
- **If student does not get better or continues to get worse, use the Nebraska Schools' Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol.**

- ☐ This student has a medical history of asthma and/or anaphylaxis and the use of the above-listed medication(s) has been reviewed by the HCP. If medications are self-administered, the school staff **must** be notified.

Additional Information: (i.e. asthma triggers, allergens) _____

Health Care Provider Name: (please print) _____ **Phone:** _____

Health Care Provider Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Reviewed by School Nurse: _____ **Date:** _____

Form: Student Asthma/Allergy Action Plan
(This Page to be Completed by Parent/Guardian)

Student Name: _____ Age: _____ Grade: _____

Homeroom Teacher: _____

Parent/Guardian: _____ Phone: _____

Parent/Guardian: _____ Phone: _____

Emergency Contact: _____ Phone: _____

Known Asthma Triggers: Please check the boxes to identify what can cause an asthma episode for your student.

- | | | | |
|--|---|---|--|
| ☐ Exercise | ☐ Respiratory/Viral Infections | ☐ Odors/Fumes/Smoke | ☐ Mold/Mildew |
| ☐ Pollens | ☐ Animals/Dander | ☐ Dust/Dust Mites | ☐ Grasses/Trees |
| ☐ Temperature/Weather - humidity, cold air, etc | ☐ Pesticides | ☐ Food - Please List | |
| ☐ Other: _____ | | | |

Known Allergy/Intolerance: Please check those which apply and describe what happens when your child eats or comes into contact with the allergens...

- ☐ Peanuts _____
- ☐ Tree Nuts _____
- ☐ Fish/Shellfish _____
- ☐ Eggs _____
- ☐ Soy _____
- ☐ Wheat _____
- ☐ Milk _____
- ☐ Medication _____
- ☐ Latex _____
- ☐ Insect Stings _____
- ☐ Other _____

Notice: If your child has been prescribed epinephrine (such as an EpiPen®) for an allergy, you must provide epinephrine at school. If your student needs a special diet to limit or avoid foods, your doctor will need to complete the form "*Medication Statement Form to Request Special Meals and/or Accommodations*" which can be found on the website - www.airenbraska.org.

Daily Medicines: Please list daily medicines used at home and/or to be given at school.

Medicine Name	Amount/Dose	When does it need to be given

I understand that all medicines to be given at school must be provided by the parent/guardian in the original container labeled with patient's name, dosage, etc..

Parent Signature: _____ Date: _____

Reviewed by School Nurse: _____ Date: _____

Form: 2025-2026 Student Information

ALL PARENTS/GUARDIANS NEED TO COMPLETE THIS FORM IF ANY INFORMATION HAS CHANGED

A current record for each child in school must be kept and should include the following information
PLEASE be accurate and complete.

PLEASE LIST ALL CHILDREN IN THE HOUSEHOLD ATTENDING WAKEFIELD SCHOOL:

Full Name: _____ DOB: _____
Age: _____ Grade: _____ Sex: _____
Full Name: _____ DOB: _____
Age: _____ Grade: _____ Sex: _____
Full Name: _____ DOB: _____
Age: _____ Grade: _____ Sex: _____
Full Name: _____ DOB: _____
Age: _____ Grade: _____ Sex: _____

PARENT/GUARDIAN'S HOME ADDRESS & EMPLOYMENT ADDRESS:

Father/Guardian Information:

Name: _____ Employer: _____
Address: _____ Address: _____

Home Phone: _____ Work Phone: _____
Cell Phone: _____

Mother/Guardian Information:

Name: _____ Employer: _____
Address: _____ Address: _____

Home Phone: _____ Work Phone: _____
Cell Phone: _____

EMERGENCY CONTACT INFORMATION:

Person(s) who will take responsibility for the child when the parent/guardian cannot be reached.

Name: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____

Name: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____

MEDICAL INFORMATION:

Family Physician(s) in case of emergency: _____

Would you like school correspondence in: English Spanish Other

(Form 2018)

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Wakefield School
2025-2026
Form: Electronic Device Repair & Replacement Plan

The Wakefield Community School District recognizes that with the implementation of an electronic device initiative there is a need to protect the investment both by the district and the student/parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

Repair & Replacement Plan

When an electronic device, Case, or accessory are damaged, students need to turn them in to the Technology Director immediately for evaluation. Devices that cannot be repaired in house will be sent to a business of the school's choosing. The \$10 at the start of the year covers up to \$200 for each student for the Device, Case, and Apple Pencil. It does not cover the cost of the charger. Costs for each item are listed below. Once a student uses their \$200 they are responsible to pay for anything after that.

- Repair an iPad Screen - \$200
- Replace an iPad - \$300
- Replace an iPad Keyboard Case - \$99
- Replace Apple Pencil - \$89
- Replace a Chromebook - \$250
- Replace a Chromebook Case - \$50
- Repair a Chromebook - price will vary depending on what was broken

The chargers are not covered under the insurance. 7-12 Students will be charged \$20 for not returning a charger or returning a damaged charger.

The school understands that sometimes devices malfunction through no fault of the student. Students will not be charged for any electronic device, Case, Apple Pencil or Charger that is brought in for malfunctioning and does not look damaged. Items that are scratched, bent, or appear to have food/water damage will be considered damaged.

Personal Home or Homeowners Coverage

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the device.

Additional Information: In cases of theft, vandalism and other criminal acts, a police report, or in the case of a fire, **a report MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to devices. Warranty, Accidental Damage Protection, or School District Electronic Device Protection **DOES NOT** cover intentional damage of the devices, Cases, Apple Pencils, or Chargers.

Wakefield Community Schools
Form: Student Pledge for Electronic Device Use

Use of the word “Device” refers to all parts and accessories of the iPad or ChromeBook; the Case, Apple Pencil, and charger.

1. I will take good care of my Device.
2. I will never leave the Device unattended.
3. I will never loan out my Device to other individuals.
4. I will know where my Device is at all times.
5. I will charge my Device's battery as needed.
6. I will keep food and beverages away from my Device since they may cause damage to the device.
7. I will not disassemble any part of my Device or attempt any repairs.
8. I will protect my Device by only carrying it while in the case provided.
9. I will use my Device in ways that are appropriate, meet Wakefield Community School District expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc.) or color on the Device or provided case; I will not deface any sticker applied to any Device applied by Wakefield Community School.
11. I understand that my Device is subject to inspection at any time without notice and remains property of the Wakefield Community School District.
12. I will follow the policies outlined in the Electronic Device Handbook and the Use of the Acceptable Use Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft or vandalism, as well as report to the Wakefield Community School District.
14. I will report any damages or loss to the Wakefield Technology Director and understand I may be responsible for some of the cost of repair/replacement.
15. I agree to return the Device, case, pencil, and charger in good working condition.

I agree to the stipulations set forth in the above documents including the Electronic Device Policy, Procedures, and Information; the Acceptable Use Policy; Electronic Device Repair and Replacement Plan and the Student Pledge for Electronic Device Use.

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Please have all children in your household print their grade, name and sign below:

Grade: _____ Name: _____ Signature: _____

Grade: _____ Name: _____ Signature: _____

Grade: _____ Name: _____ Signature: _____

Grade: _____ Name: _____ Signature: _____

Individual school devices and accessories must be returned to the Wakefield Technology Director at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Wakefield Community School District for any other reason must return their individual school device on the date of termination.

For Office Use:	Amount Paid: _____	Cash: _____	Check: _____
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Form: Receipt of 2025-2026 Student Handbook

The Wakefield Student Handbook is developed for students, parents, and the faculty of our school. Its purpose is to provide for the smooth and efficient operation of the school by giving notice about our policies, rules, regulations, and general information. By providing this handbook, it is also intended that the rights of those affected will be better protected.

Please read this handbook with your student. Feel free to ask questions and make suggestions about the contents. Copies of district policies, student handbook, and teacher handbook are available at the school office or online.

The handbooks are adopted yearly by the Board of Education as official district policy.

After reading this handbook, we ask that parent(s)/guardian(s) and their student(s) sign below and return this sheet to the school office. Your signature does not mean that you agree with or endorse the handbook contents, only that you have read it and understand it.

Your signature indicates that you give permission for child/children (if in grades 7-12) to leave school during the school day in order to participate in a school sponsored sport or activity. The administration reserves the right to amend any policies in this handbook that they feel will provide for the betterment of education in the Wakefield Community School District, or to act on situations not specifically covered in this handbook.

“I HAVE READ AND UNDERSTAND THE STUDENT HANDBOOK FOR WAKEFIELD COMMUNITY SCHOOL DISTRICT.”

Parent/Guardian Signature: _____ Date: _____

“I HAVE READ AND UNDERSTAND THE STUDENT HANDBOOK FOR WAKEFIELD COMMUNITY SCHOOL DISTRICT and pledge to do the following:

- make every effort to help my school be the best that it can be by doing the best in the classroom, in activities, or wherever I may be representing it;
- to have pride in my school, my family, and my community, and show it in my behavior and attitude;
- to follow the rules and regulations of this handbook;
- to acknowledge the drug and alcohol policies, to understand that their purpose is to provide a learning environment that is safe, healthy, and productive.

Student Signature: _____ Date: _____

Student Name (Please Print): _____ Grade: _____