

## **AGENDA**

### **School District #145 - Waverly Public Schools**

1. Opening of the Meeting
  - 1.1. Public Hearing-Student Fees Policy
  - 1.2. Public Hearing-Parent Involvement Policy
  - 1.3. Public Hearing-Anti Bullying Policy
  - 1.4. Call to Order
  - 1.5. Open Meetings Act
  - 1.6. Publication of Meeting
  - 1.7. Roll Call
  - 1.8. Pledge of Allegiance
2. APPROVAL OF AGENDA
  - 2.1. Approve Agenda

Approval of the agenda for the meeting Passed with a motion by Board Member #1 and a second by Board Member #2.
3. REPORTS
  - 3.1. Building / District Administrators
    - 3.1.1. Business Manager - 25-26 Budget Preview
  - 3.2. Superintendent
  - 3.3. Board Reports
4. RECOGNITION OF VISITORS / OPEN FORUM
5. ACTION ITEMS
  - 5.1. Consent Agenda

Approval of the consent agenda Passed with a motion by Board Member #1 and a second by Board Member #2.

5.1.1. Meeting Minutes

5.1.2. Staff Resignations / Terminations

5.1.3. Staff Hires / Reassignments

5.1.4. Extra-Duty Assignments

5.1.5. Fund Balances

5.1.6. Fund Claims

5.1.7. Acceptance of Donations

## 5.2. Technology Director

Approve hire of new Technology Director at a salary of \$130,000 Passed with a motion by Board Member #1 and a second by Board Member #2.

## 5.3. Out of State Trip

Approve out of state trip for Waverly High School Yearbook and Journalism Passed with a motion by Board Member #1 and a second by Board Member #2.

## 5.4. Approve General Fund to Depreciation Transfer

Approve General Fund to Depreciation Transfer of \$1,000,000. Passed with a motion by Board Member #1 and a second by Board Member #2.

## 5.5. Set Nutrition Services Prices for 2025-2026

Approve the 2025-2026 breakfast and lunch prices Passed with a motion by Board Member #1 and a second by Board Member #2.

## 5.6. Reaffirm Board Policies

Reaffirm board policies 5011, 5033 and 6400 Passed with a motion by Board Member #1 and a second by Board Member #2.

## 5.7. New Policies

Approve new policies 4010 notice, 5301, and 5507 on a first and last reading. Passed with a motion by Board Member #1 and a second by Board Member #2.

## 5.8. Policy Updates

Approve updates to policies: 3106, 3131, 3132 4010, 4020, 5005, 5009, 5010, 5022, 5061 and 5103 -5103 4010, Passed with a motion by Board Member #1 and a second by Board Member #2.

## 5.9. Rescind Policy

Rescind policy 6410 Passed with a motion by Board Member #1 and a second by Board Member #2.

## 5.10. Change Policy Number

Change policy number 6400 "Special Events" to 6420 Passed with a motion by Board Member #1 and a second by Board Member #2.

## 5.11. Handbooks

Approve Teacher, Student/Parent, Classified, Activity and Digital Computing Handbooks Passed with a motion by Board Member #1 and a second by Board Member #2.

### 5.11.1. Technology Protection Plan and Materials

## 5.12. Extra Duty Assignments

Approved extra duty assignments for the 2025-2026 school year Passed with a motion by Board Member #1 and a second by Board Member #2.

## 6. Discussion Items

### 6.1. Set Special Board Meeting to discuss facilities

## 7. Convene Closed Session

Motion to adjourn. Passed with a motion by Board Member #1 and a second by Board Member #2.

### 7.1. Convene Closed Session

#### 7.1.1. Restate Closed Session Reason

## 8. Reconvene to Open Session

### 8.1. Reconvene Open Session

## 9. Upcoming Board Activities

### 9.1. Committee Meetings

### 9.2. Board Meetings

### 9.3. Board Training/Development

## 10. Adjournment

**STUDENT FEES POLICY**

The Board of Education of School District 145, Waverly adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

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

(1) Guidelines for non-specialized attire required for specified courses and activities

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

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

- (a) Extracurricular Activities - Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
- (b) Courses
  - (i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, and erasers. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include

refundable damage or loss deposits required for usage of certain District property.

- (ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property, which is placed in the care of and lost by the student.
- (iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of such materials for the project.
- (iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
- (v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages caused with or for failure to comply with school parking rules.

### (3) Extracurricular Activities – Specialized equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.

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

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire.

For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

### (4) Extracurricular Activities–Fees for participation

Any fees for participation in extracurricular activities for the current school year are further specified in Appendix “1.” Admission fees are charged for extracurricular activities and events.

### (5) Postsecondary education costs

Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit the course

shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs

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

(7) Copies of student files or records

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or students who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records.

(8) Participation in before-and-after-school or pre-kindergarten services

Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school

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

(10) Breakfast and lunch programs

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

Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. In order for a fee to be waived the student and or student's parent(s), guardian, or legal representative shall file a fee waiver application with school officials prior to the event, activity, purchase of supplies, materials, attire, or the payment of student fees. The fee waiver application will be reviewed and eligibility will be determined in a timely manner by district administrators.

(12) Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student

handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

### (13) Student Fee Fund

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

Policy Adopted:	06/03/02
Policy Revised:	07/07/03
Policy Revised:	08/04/03
Policy Revised:	07/05/05
Policy Revised:	07/03/06
Policy Revised:	07/06/09
Policy Revised:	07/02/12
Policy Reviewed:	08/07/2023
Policy Reaffirmed:	09/03/2024

SCHOOL DISTRICT 145  
WAVERLY, NEBRASKA

## Appendix“1” to the Student Fees Policy of

## School District 145

## Additional Specification of Required Materials and Fees

(Note) This information is part of the current Student Fees Policy and is intended to provide supplemental information. For additional specifications, please refer to Policy 5033. Generally, dollar amounts are stated in terms of “maximums.”

<b>Elementary Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music—Optional band courses; chorus	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Refundable damage deposit of \$45.00 may be charged for use of school owned instrument. Chorus Shirts \$20.00
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists that may be handed out by the office or individual teachers.
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	Maximum of \$50 per session.

**STUDENTS****Appendix to 5033**

Copies	Use of school copiers in accordance with board policy.	Ten cents (.10) per page when charges apply.
School Meals		Breakfast / Lunch—Based on Board approved rates Prices may vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.  Milk and Crackers (K-2) are subject to approved rates.

Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and athletic socks, running shorts, T-shirt
Art, Family and Consumer Science, shop classes and special projects	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing that may get paint on it or otherwise be damaged; protective clothing for shop classes. Specific project fee not to exceed \$20. Students may elect to exceed the per project fee and will assume all related costs.
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Damage deposit of \$40.00 per semester may be assessed for use of school owned instrument.
School Meals		Breakfast / Lunch—Based on Board approved rates. Prices may vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists that may be handed out by the office or individual teachers.
Summer school courses	Classes offered during the summer, or at night, if any.	Maximum of \$200 per class for WHS and \$50 per WMS session.
Advanced math or science classes	Specialized calculators	Refundable damage deposit of \$25 per semester may be required for students who wish to use school calculators outside the classroom. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers in accordance with board policy.	Ten cents (.10) per page when charges apply.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.

**STUDENTS****Appendix to 5033**

College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the vendors involved.
Locker usage	Use of school padlock	Refundable damage/loss deposit of \$10 per year may be required for students who wish to use a school locker.
Parking	Use of school parking lot during school day	Students will be required to park on school grounds in accordance with school regulations. Parking fines may be issued not to exceed \$25.00 per ticket.
Technology	Use of Chromebooks for instruction.	Each student would pay a \$20.00 optional fee to use a Chromebook during the school year.

Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required																										
<b>Athletic Programs</b>																												
1. Admission	Spectator fees for admission to events	Admission fees are set annually by the Board of Education. Students may purchase an Activity Ticket for the school year. For District and Conference events hosted by the School, fee to be determined by the conference or by NSAA.																										
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.																										
3. Athletic Participation Fee	Fee to participate in athletic programs.	\$25.00 (Starting with the 2024-2025 School Year).																										
4. Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity, which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	<p>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:</p> <table border="1" data-bbox="862 1157 1349 1940"> <tbody> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Bowling</td> <td>Bowling Ball, Shoes, Dress Pants and Dress Socks.</td> </tr> <tr> <td>Tennis</td> <td>Tennis racquet</td> </tr> <tr> <td>Cross County</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>Mouthpiece</td> </tr> <tr> <td>Golf</td> <td>Golf bag &amp; clubs</td> </tr> <tr> <td>Soccer</td> <td>Soccer shin guards</td> </tr> <tr> <td>Softball</td> <td>Softball glove</td> </tr> <tr> <td>Speech/Drama</td> <td>Dress attire; copies of research</td> </tr> <tr> <td>Track</td> <td>No additional</td> </tr> <tr> <td>Volleyball</td> <td>Volleyball knee pads</td> </tr> <tr> <td>Wrestling</td> <td>No additional</td> </tr> <tr> <td>Baseball</td> <td>Baseball glove</td> </tr> </tbody> </table>	Basketball	No additional	Bowling	Bowling Ball, Shoes, Dress Pants and Dress Socks.	Tennis	Tennis racquet	Cross County	No additional	Football	Mouthpiece	Golf	Golf bag & clubs	Soccer	Soccer shin guards	Softball	Softball glove	Speech/Drama	Dress attire; copies of research	Track	No additional	Volleyball	Volleyball knee pads	Wrestling	No additional	Baseball	Baseball glove
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**STUDENTS**

**Appendix to 5033**

		Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; pants; jacket), poms and other Accessories
5. Locker use	Padlock for gym locker	Refundable damage deposit of \$10 per season will be required.	
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
7. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental/damage fee of up to \$50.00.	
<b>Clubs/Organizations</b>			
Future Business Leaders (FBLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Future Farmers (FFA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
National Honor Society	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
VICA Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Spanish / German Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Art Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Student Council	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Science Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Students Against Destructive Decisions (SADD)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Quill and Scroll	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
History Club	State & national dues,	Annual dues not to exceed \$50.00 per club.	

**STUDENTS**

**Appendix to 5033**

	meals and activities	
Drama Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Academic Team (Quiz Bowl)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
International Thespian Society	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
<b>Social &amp; Recognition Activities</b>		
1. School plays, musicals and social activities	Admission to events	Admission fees will be set annually and reflect admission prices for athletic events.
2. School dances	Admission to prom, homecoming, etc.	\$50.00 per event
3. Class dues		None
4. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental or purchase of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities.
5. Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored special trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$3,500 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

Policy Adopted: 06/03/02  
 Policy Revised: 07/07/03  
 Policy Revised: 08/04/03  
 Policy Revised: 07/05/05

**STUDENTS**

Policy Revised: 07/03/06

Policy Revised: 07/06/09

Policy Revised: 07/02/12

Policy Revised: 08/05/19

Policy Revised: 08/10/20

Policy Revised: 09/03/2024

**Appendix to 5033**  
**WAVERLY, NEBRASKA**

InstructionParental/Community Involvement in Schools

District 145-Waverly, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.
2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the child, other students, and the educational staff.
3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.
4. Upon request of a parent, guardian, or educational decisionmaker the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or

standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:
  - Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
  - Mental or psychological problems of the student or the student's family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of other individuals with whom respondents have close family relationships;
  - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
  - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must 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. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to

receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

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

Date of Adoption:      07/10/2025

SCHOOL DISTRICT 145  
WAVERLY, NEBRASKA

**Anti-Bullying Policy**

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

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

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

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

**Legal Reference:** Laws 2008, LB 205  
Student Discipline act, Neb. Rev. Stat. “79-254 to 79-296  
NDE February 2003 State Board Action; Reaffirmed  
December 2006

Policy Adopted: 07/07/08  
Policy Reaffirmed: 08/07/2023  
Policy Reaffirmed: 08/05/2024

SCHOOL DISTRICT 145  
WAVERLY, NEBRASKA

# Meeting Notice

Notice of Regular Meeting  
School District 145 (aka Waverly Public Schools)

The School District 145-Waverly Board of Education will convene public hearings at 6:00 p.m. on Monday, August 4<sup>th</sup>, 2025 in the Central Office Board Room, 14511 Heywood Street, Waverly, Nebraska. The public hearing will be convened for the purposes of hearing support, opposition, criticism, suggestions or observations of patrons related to the Parental Involvement Policy, Student Fees Policy and Anti-Bullying Policy.

The School District 145-Waverly Board of Education will convene in regular session immediately following the public hearings on August 4<sup>th</sup>, 2025 in the Central Office Board Room, 14511 Heywood Street, Waverly, Nebraska.

The agenda for this meeting, which shall be kept continually current, shall be readily available for public inspection at the School District 145-Waverly Central Office, located at 14511 Heywood Street, Waverly, Nebraska.

Posted this 24<sup>th</sup> day of July, 2025.



Cory Worrell  
Superintendent

2025-2026  
STATE OF NEBRASKA  
SCHOOL DISTRICT BUDGET FORM

County-District #: 55-0145-000 Class #: 003  
District 145 - Waverly  
TO THE COUNTY BOARD AND COUNTY CLERK OF  
Lancaster County

This budget is for the Period SEPTEMBER 1, 2025 through AUGUST 31, 2026

Upon Filing, The School Certifies the Information Submitted on this Form to be Correct:

**DRAFT**

2024-2025  
STATE OF NEBRASKA  
SCHOOL DISTRICT BUDGET FORM

County-District #: 55-0145-000 Class #: III  
Lancaster County School District 145 - Waverly  
TO THE COUNTY BOARD AND COUNTY CLERK OF  
Lancaster County

This budget is for the Period SEPTEMBER 1, 2024 through AUGUST 31, 2025

Upon Filing, The School Certifies the Information Submitted on this Form to be Correct:

AMOUNT OF PERSONAL AND REAL PROPERTY TAX REQUIRED FOR:	Principal and Interest on Bonds	All Other Purposes	TOTAL
General Fund	\$ -	\$ 23,752,371.00	\$ 23,752,371.00
Bond Fund(s) (If More Than 1 Bond Fund - Total All Together)	\$ 2,177,825.40		\$ 2,177,825.40
Special Building Fund	\$ -	\$ 925,525.00	\$ 925,525.00
Qualified Capital Purpose Undertaking Fund	\$ -	\$ 790,815.00	\$ 790,815.00
<b>Total All Funds</b>	<b>\$ 2,177,825.40</b>	<b>\$ 25,468,711.00</b>	<b>\$ 27,646,536.40</b>

AMOUNT OF PERSONAL AND REAL PROPERTY TAX REQUIRED FOR:	Principal and Interest on Bonds	All Other Purposes	TOTAL
General Fund	\$ -	\$ 21,164,851.00	\$ 21,164,851.00
Bond Fund(s) (If More Than 1 Bond Fund - Total All Together)	\$ 2,323,232.00		\$ 2,323,232.00
Special Building Fund	\$ -	\$ 1,112,692.00	\$ 1,112,692.00
Qualified Capital Purpose Undertaking Fund	\$ 757,576.00	\$ -	\$ 757,576.00
<b>Total All Funds</b>	<b>\$ 3,080,808.00</b>	<b>\$ 22,277,543.00</b>	<b>\$ 25,358,351.00</b>

Outstanding Bonded Indebtedness as of September 1, 2025 (Include Bond Fund(s) and Qualified Capital Purpose Undertaking Fund)	
\$ 61,960,542.00	Principal
\$ 2,943,081.00	Interest
\$ 64,903,623.00	<b>Total Outstanding Bonded Indebtedness</b>

<b>Total Certified Valuation (All Counties)</b>	\$ 2,732,352,709
<i>(Certification of Valuation(s) from County Assessor MUST be attached)</i>	
<b>Report of Joint Public Agency &amp; Interlocal Agreements</b>	
Was this Subdivision involved in any Interlocal Agreements or Joint Public Agencies for the reporting period of July 1, 2024 through June 30, 2025?	
<input checked="" type="checkbox"/>	YES
<input type="checkbox"/>	NO
<i>If YES, Please submit Interlocal Agreement Report by September 30th.</i>	

County Clerk's Use Only	
<b>Report of Trade Names, Corporate Names &amp; Business Names</b>	
Did the subdivision operate under a separate Trade Name, Corporate Name, or other Business Name during the period of July 1, 2024 through June 30, 2025?	
<input type="checkbox"/>	YES
<input checked="" type="checkbox"/>	NO
<i>If YES, Please submit Trade Name Report by September 30th.</i>	
Has your School District held a successful election to override the levy limits provided in Statute 77-3442, which is in effect for 2024-2025 school fiscal year?	
<input type="checkbox"/>	YES
<input checked="" type="checkbox"/>	NO

County Clerk's Use Only	
<b>Report of Trade Names, Corporate Names &amp; Business Names</b>	
Did the subdivision operate under a separate Trade Name, Corporate Name, or other Business Name during the period of July 1, 2023 through June 30, 2024?	
<input type="checkbox"/>	YES
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<i>If YES, Please submit Trade Name Report by September 30th.</i>	
Has your School District held a successful election to override the levy limits provided in Statute 77-3442, which is in effect for 2024-2025 school fiscal year?	
<input type="checkbox"/>	YES
<input checked="" type="checkbox"/>	NO

<b>APA Contact Information</b>	
Auditor of Public Accounts PO Box 98917 Lincoln, NE 68509	
Telephone: (402) 471-2111	FAX: (402) 471-3301
Website: <a href="http://auditors.nebraska.gov">auditors.nebraska.gov</a>	
Questions - E-Mail: <a href="mailto:Jeff.Schreier@nebraska.gov">Jeff.Schreier@nebraska.gov</a>	

<b>Submission Information</b>	
<b>Budget Due by 9-30-2025</b>	
Submit budget to:	
1. Auditor of Public Accounts -Electronically on Website or Mail	
2. County Board (SEC. 13-508), C/O County Clerk	
3. Nebraska Dept. of Education -Upload to NDE Portal only	

Outstanding Bonded Indebtedness as of September 1, 2024 (Include Bond Fund(s) and Qualified Capital Purpose Undertaking Fund)	
\$ 39,795,000.00	Principal
\$ 3,849,997.00	Interest
\$ 43,644,997.00	<b>Total Outstanding Bonded Indebtedness</b>

<b>Total Certified Valuation (All Counties)</b>	\$ 2,529,956,212
<i>(Certification of Valuation(s) from County Assessor MUST be attached)</i>	
<b>Report of Joint Public Agency &amp; Interlocal Agreements</b>	
Was this Subdivision involved in any Interlocal Agreements or Joint Public Agencies for the reporting period of July 1, 2023 through June 30, 2024?	
<input checked="" type="checkbox"/>	YES
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<input type="checkbox"/>	YES
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2025-2026  
**STATE OF NEBRASKA**  
**SCHOOL DISTRICT BUDGET FORM**

County-District #: 66-0146-000 Class #: 003  
 District 145 - Waverly  
 TO THE COUNTY BOARD AND COUNTY CLERK OF  
 Lancaster County

This budget is for the period **SEPTEMBER 1, 2025 through AUGUST 31, 2026**

**DRAFT**

Upon Filing, The School District Information Submitted on this Form to be Correct:

AMOUNT OF PERSONAL AND REAL PROPERTY TAX REQUIRED FOR:	Principal and Interest on Bonds	All Other Purposes	TOTAL
General Fund	\$ -	\$ 23,752,371.00	\$ 23,752,371.00
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Qualified Capital Purpose Undertaking Fund	\$ -	\$ 790,815.00	\$ 790,815.00
<b>Total All Funds</b>	<b>\$ 2,177,825.40</b>	<b>\$ 25,468,711.00</b>	<b>\$ 27,646,536.40</b>

Increase of \$2,587,520

Decrease of \$145,406

Decrease of \$187,167

Increase \$33,239

Increase of \$2,291,185

Release August 20 (currently an 8% increase projected.)

Outstanding Bonded Indebtedness as of September 1, 2025 (Include Bond Fund(s) and Qualified Capital Purpose Undertaking Fund)	Total Certified Valuation (All Counties) (Certification of Valuation(s) from County Assessor <b>MUST</b> be attached)	\$ 2,732,352,709						
<table border="1"> <tr> <td>\$ 61,960,542.00</td> <td>Principal</td> </tr> <tr> <td>\$ 2,943,081.00</td> <td>Interest</td> </tr> <tr> <td><b>\$ 64,903,623.00</b></td> <td><b>Total Outstanding Bonded Indebtedness</b></td> </tr> </table>	\$ 61,960,542.00	Principal	\$ 2,943,081.00	Interest	<b>\$ 64,903,623.00</b>	<b>Total Outstanding Bonded Indebtedness</b>	<b>Report of Joint Public Agency &amp; Interlocal Agreements</b> Was this Subdivision involved in any Interlocal Agreements or Joint Public Agencies for the reporting period of July 1, 2024 through June 30, 2025? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, Please submit Interlocal Agreement Report by September 30th.	
\$ 61,960,542.00	Principal							
\$ 2,943,081.00	Interest							
<b>\$ 64,903,623.00</b>	<b>Total Outstanding Bonded Indebtedness</b>							

County Clerk's Use Only

Increase due to QCPUF.

<b>Report of Trade Names, Corporate Names &amp; Business Names</b> Did the subdivision operate under a separate Trade Name, Corporate Name, or other Business Name during the period of July 1, 2024 through June 30, 2025? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, Please submit Trade Name Report by September 30th.	Has your School District held a successful election to override the levy limits provided in Statute 77-3442, which is in effect for 2024-2025 school fiscal year? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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<b>APA Contact Information</b> Auditor of Public Accounts PO Box 98917 Lincoln, NE 68509 Telephone: (402) 471-2111 FAX: (402) 471-3301 Website: <a href="http://auditors.nebraska.gov">auditors.nebraska.gov</a> Questions - E-Mail: <a href="mailto:Jeff.Schreier@nebraska.gov">Jeff.Schreier@nebraska.gov</a>	<b>Submission Information</b> <h3>Budget Due by 9-30-2025</h3> Submit budget to: 1. Auditor of Public Accounts -Electronically on Website or Mail 2. County Board (SEC. 13-508), C/O County Clerk 3. Nebraska Dept. of Education -Upload to NDE Portal only
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# SCHEDULE

District 145 - Waverly

## IMPORTANT DATES

### WELCOME BACK TO SCHOOL

CERTIFIED STAFF

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**FRIDAY  
AUGUST 8<sup>TH</sup>**

#### DISTRICT 145 STAFF KICK OFF

Waverly High School  
8:00am Check-in

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**MONDAY  
AUGUST 11<sup>TH</sup>**

#### DISTRICT/BUILDING PROFESSIONAL LEARNING DAY

Respective Building  
8:00am

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**TUESDAY  
AUGUST 12<sup>TH</sup>**

#### STAFF WORK DAY IN BUILDINGS

Respective Building  
8:00am

#### BUILDING OPEN HOUSES

- Eagle: 5:30 - 6:30PM
  - Hamlow: 5:30 - 6:30PM
  - WIS: 6:00 - 7:00PM
  - WMS (6<sup>th</sup> Grade): 4:30 - 5:30PM
  - WHS (9<sup>th</sup> Grade): 6:00 - 8:00PM
- 

**OTHER  
DATES**

#### WEDNESDAY, AUGUST 13<sup>TH</sup>

First Day of School for 6<sup>th</sup> & 9<sup>th</sup> Grade ONLY

#### THURSDAY, AUGUST 14<sup>TH</sup>

First Day of School for Everyone





District 145 - Waverly

# IMPORTANT DATES

## WELCOME BACK TO SCHOOL PARA PROFESSIONALS

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**MONDAY  
AUGUST 11<sup>TH</sup>**

### DISTRICT 145 CLASSIFIED STAFF KICK OFF

Building Meetings &  
Training  
Respective Building  
8:30-11:30AM

Lunch & All Classified  
Staff Kick Off  
High School Auditorium  
12:30-3:00PM

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**TUESDAY  
AUGUST 12<sup>TH</sup>**

### PARA TRAINING & BUILDING WORK DAY

District Training  
Location TBD  
8:30-12:00PM

Building Meetings  
Respective Building  
12:45-3:30PM

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**WEDNESDAY  
AUGUST 13<sup>TH</sup>**

### PK-5 WORK DAY IN BUILDINGS

Respective Building  
8:30-3:30PM

### MS & HS FIRST DAY WITH 6<sup>TH</sup> & 9<sup>TH</sup> GRADERS

Respective Building  
\*Normal work hours

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**OTHER  
DATES**

### FRIDAY, SEPTEMBER 19<sup>TH</sup>

Location - TBD  
AM - District Training  
PM - Building Meetings & Work

### MONDAY, FEBRUARY 23<sup>RD</sup>

Location - TBD  
AM - District Training  
PM - Building Meetings & Work

# SCHEDULE





# AGENDA

**District 145 - Waverly**

# NEW TEACHER ORIENTATION

**THURSDAY, AUGUST 7TH**  
WAVERLY HIGH SCHOOL

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**WELCOME & INTRODUCTIONS** **8:15 AM**  
LIBRARY

Director of Teaching & Learning - Dr. Angela Plugge  
Director of Student Services - Mrs. Delanie McMillan

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**DISTRICT 145 BUS TOUR** **8:30 AM**  
DISTRICT TOUR

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**WAVERLY EDUCATION ASSOCIATION - MICHAEL COBELENS** **9:45 AM**  
LIBRARY

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**DISTRICT 145 ACTIVITIES - BRAD MCMILLAN** **10:15 AM**  
LIBRARY

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**DISTRICT 145 TECHNOLOGY - TBD** **10:30 AM**  
LIBRARY

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**BREAK** **11:15 AM**

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**WHO TO GO TO - ANGIE PLUGGE & DELANIE MCMILLAN** **11:30 AM**  
LIBRARY

---

**MEET WITH NEW TEACHER MENTORS** **12:00 PM**  
LIBRARY

---

**LUNCH** **12:30 PM**  
COMMONS AREA

Introductions of District Administrative Team

- Dr. Cory Worrell - Superintendent
- Mr. Mikal Shalikow - Business Manager
- Mr. Scott Shepard - HS Principal
- Mr. Brad McMillan - HS Asst. Principal/Activities Director
- Mr. Hunter Smith - HS Asst. Principal
- Dr. Ross Ricenbaw - MS Principal
- Mr. George Schere - MS Asst. Principal
- Mrs. Megan Flohr - Eagle Elementary Principal
- Mrs. Sara Renken - Hamlow Elementary Principal
- Mr. Craig Patzel - WIS Elementary Principal
- Mrs. Delanie McMillan - Director of Student Services & Special Education
- Dr. Angela Plugge - Director of Learning
- Dr. Rik Deveny - Director of Human Resources & Communication
- Mr. Alan Tosi - Director of Technology
- Ms. Debbie Hennessy - Director of Transportation
- Mr. Philip Steffen - Director of Food Services
- Mr. Rob Scholl - Director of Maintenance

New Teacher Introductions

Board of Education Members Introductions

Closing Remarks

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**NEW TEACHERS MEET WITH PRINCIPALS** **1:15 PM**  
MEET AT RESPECTIVE BUILDINGS



**Public Input to the Board**

It is the policy of the Board of Education to provide for and encourage input from its various constituents in an appropriate and orderly fashion at regularly scheduled Board of Education meetings. The board is open to and encourages input on school issues from the public. The board would prefer that individuals or groups with school related concerns first attempt to resolve those concerns through established administrative channels.

1. Matters concerning an individual school shall be discussed first with the respective building administrator of the school.
2. If the matter is not resolved satisfactorily at the school level, it may then be brought to the Superintendent.
3. If the matter is not resolved satisfactorily at the Superintendent's level, it may then be brought before the board of education by:
  - a. Addressing the matter during Open Forum at a regular, monthly board meeting; individual presentations should be no longer than three (3) minutes and the total allotted Open Forum agenda time will be a maximum of thirty (30) minutes.
  - b. Requesting a formal agenda item by contacting the superintendent or board president on or before the Thursday prior to the regular, monthly meeting which, unless otherwise announced, will be on the first Monday of every month.
  - c. Submitting the matter in writing, said documentation can either be presented at the regular meeting or appended to the agenda, if received in the superintendent's office on the designated Thursday.
4. A response will be provided once the board has the opportunity to inquire about the matter. Possible board responses when appropriate may include, but are not limited to: directing the superintendent to address the matter; tabling for further study; appointing a temporary board committee to study and/or resolve the matter; scheduling a special meeting to hear the matter; or not taking action. Public input to the board is heard during Open Forum. Matters brought to the board in this fashion will be taken under advisement and not acted upon at that time.

**Note: The chair will not allow complaints about individuals. There are appropriate channels to address such matters. Because of the potential of introducing bias into board hearings on termination cases, complaints on individual employees will be received by the board only through the Superintendent of schools.**

Policy Adopted: 04/10/78  
 Policy Revised: 03/07/88  
 Policy Revised: 01/02/06  
 Policy Revised: 11/03/08

SCHOOL DISTRICT 145  
 WAVERLY, NEBRASKA

Board of Education Special Meeting

Thursday, July 10, 2025 5:45 PM Central

Waverly High School  
13401 Amberly Rd  
Waverly, Nebraska 68462

1. OPENING OF 24-25 Budget Amendment Hearing

1.1. Review of information

The special meeting of the School District 145 Board of Education was called to order on Thursday, July 10, 2025 at 5:45 P.M., at the Central Office Board Room, 14511 Heywood Street, Waverly, Nebraska.

- No public was present for the budget hearing.
- Business Manager Mikal Shalikow presented on the Budget Amendment.
  - No tax or levy impact.

<b><u>Funds</u></b>	Original	Amended
QCPUF	\$1,160,227	\$7,443,048
Nutrition Fund	1,638,873	\$2,138,873

2. Adjournment

The meeting was declared adjourned by the President at 6:05PM

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Board of Education

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Business Manager

Board of Education Regular Meeting  
Thursday, July 10, 2025 6:00 PM Central

Waverly High School  
13401 Amberly Rd  
Waverly, Nebraska 68462

## 1. CALL TO ORDER

Motion to excuse John Cooper from the 07.10.25 Board Meeting. Passed with a motion by Chad Kendall and a second by Larry Adams. Larry Adams: Yea, Scott Claycomb: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea  
Yea: 5, Nay: 0

### 1.1. Roll Call

Larry Adams: Present  
Scott Claycomb: Present  
John Cooper: Absent  
Chad Kendall: Present  
Cole Stark: Present  
Jessica Zuniga: Present  
Present: 5, Absent: 1.

### 1.2. Open Meetings Act

**COPY OF OPEN MEETINGS ACT:** The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. The Act is posted on the wall of the meeting room.

### 1.3. Pledge of Allegiance

### 1.4. Publication of Meeting

Notice of the meeting was given in advance by posting in accordance with the Board of Education approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. Availability of the agenda was communicated in the posted notice and a current copy of the agenda was maintained as stated in the posted notice.

The board meeting notice also appeared in the Thursday, July 3rd, 2025 edition of The Voice.

## 2. APPROVAL OF AGENDA

### 2.1. Approve Agenda

Motion to approve agenda. Passed with a motion by Cole Stark and a second by Larry Adams.

Larry Adams: Yea, Scott Claycomb: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea Yea: 5, Nay: 0

## 3. REPORTS

### 3.1. Building / District Administrators

### 3.2. Superintendent

### 3.3. Board Reports

## 4. RECOGNITION OF VISITORS / OPEN FORUM

The regular board meeting agenda provides for citizens to present information or to express opinions to the board through public comment.

## 5. ACTION ITEMS

### 5.1. Consent Agenda

Approval of the consent agenda Passed with a motion by Scott Claycomb and a second by Chad Kendall.

Larry Adams: Yea, Scott Claycomb: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea

Yea: 5, Nay: 0

#### 5.1.1. Meeting Minutes

#### 5.1.2. Staff Resignations / Terminations

Name, Position, School

Todd Morton, Bus Driver, Waverly Transportation, Resignation effective June 4th, 2025,

Robin Vance, Food Service, Waverly High School, Resignation effective 5/22/2025

Keaton Underwood, Paraprofessional, Waverly High School, Resignation effective 5/22/2025

Rhonda Mall, Paraprofessional, Waverly High School, Resignation effective immediately

Cassidy Berck, Paraprofessional, Waverly High School, Resignation effective immediately

Adam Bauman, Technology Director, District, Resignation effective June 20th, 2025,

#### 5.1.3. Staff Hires / Reassignments

The information may be protected by privacy legislation until the Board of Education takes action on the staff recommendations. Therefore, this attachment(s) is not included in agenda materials provided to the public and the news media. Any information in the attachment(s) that is not protected by privacy legislation, however, is available for public inspection at the Superintendent Office upon request.

Zachary Schnell, Special Education Teacher, Waverly High School, Replacement for Kate Jones, Recommended start date 8/6/2025

Travis Moore, Social Studies, Waverly High School, Replacement for Hunter Smith, Recommended start date 8/6/2025

Cortney Gillen, Food Services, Waverly Middle School, Replacement for Cynthia Franzen, Recommended start date 8/11/2025

Lovia Cole, Food Services, Waverly Middle School, Replacement for Stephanie Hestermen, Recommended start date 8/11/2025

Lisa La Rosa-Behrle, Food Services, Waverly High School, Replacement for Denae Jewel, Recommended start date 8/11/2025

Angela Giesler, Paraprofessional, Waverly High School, Replacement for Keaton Underwood, Recommended start date 8/11/2025

#### 5.1.4. Extra-Duty Assignments

Name, Position, Extra-Duty, School Building, Category, Level, Replacement for...

Lucas Shepherd, Head Softball Coach, Waverly High School, Category VII, Level 4, Replacement for Mike Otte

Kristine Gale, Assistant Girls Golf Coach, Waverly High School, Category IV, Level 2, Replacement for Tiffany Johnson

Kaela White, Assistant Volleyball Coach, Waverly High School, Category VI, Level 1, Year 2

LeahAnn Novotny, Assistant Softball Coach, Waverly High School, Category VI, 7 Plus Years

Hannah Sundem, Assistant Softball Coach, Waverly High School, Category VI, Level 2, Year 3

5.1.5. Fund Balances

5.1.6. Fund Claims

5.1.7. Acceptance of Donations

5.2. Approve 2025-2026 WTA Agreement

Motion to approve 25-26 WTA Agreement as presented. Passed with a motion by Chad Kendall and a second by Scott Claycomb. Jessica Zuniga: Abstain (With Conflict), Larry Adams: Yea, Scott Claycomb: Yea, Chad Kendall: Yea, Cole Stark: Yea Yea: 4, Nay: 0, Abstain (With Conflict): President Zuniga abstained due to her status as a vehicle driver for the district.

5.3. Approve 24-25 Amended Budget (No levy or tax impact) (QCPUF and Nutrition Services)

Motion to approve 24-25 Amended Budget (No levy or tax impact) Passed with a motion by Cole Stark and a second by Chad Kendall. Larry Adams: Yea, Scott Claycomb: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea Yea: 5, Nay: 0

5.4. Approve purchase of 2026 65 Passenger International Bus (\$132,865), to be paid after the September board meeting to be in the 25-26 fiscal year.

Approve purchase of 2026 65 Passenger International Bus (\$132,865), to be paid after the September board meeting to be in the 25-26 fiscal year. Passed with a motion by Chad Kendall and a second by Larry Adams.

Larry Adams: Yea, Scott Claycomb: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea Yea: 5, Nay: 0

5.5. Interlocal Agreement

Approve annual interlocal agreement with the Southeast Nebraska Regional Program Passed with a motion by Cole Stark and a second by Scott Claycomb. Larry Adams: Yea, Scott Claycomb: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea Yea: 5, Nay: 0

5.6. Contract with Nebraska Center for the Education of Children who are Blind or Visually Impaired

Approve contract with the Nebraska Center for the Education of Children who are Blind or Visually Impaired for the 2025-2026 school year Passed with a motion by Larry Adams and a second by Cole Stark. Larry Adams: Yea, Scott Claycomb: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea

Yea: 5, Nay: 0

5.7. Out of State Trip

Approve Out of State Student Trip Request to Philadelphia for Global Voices. Passed with a motion by Scott Claycomb and a second by Chad Kendall. Larry Adams: Yea, Scott Claycomb: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea Yea: 5, Nay: 0

#### 5.8. Trainer Contract

Approve contract with Bryan Medical Center for trainer services at a cost of \$55,500 Passed with a motion by Cole Stark and a second by Larry Adams. Larry Adams: Yea, Scott Claycomb: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea Yea: 5, Nay: 0

#### 5.9. Extra Duty Additions

##### Extra Duty Additions

Approve the addition of one assistant wrestling coach at Category VI at the high school, one assistant Dance Coach at Category VI at the high school and one Educator's Rising sponsor at Category V at the high school starting with the 2025-2026 school year Passed with a motion by Scott Claycomb and a second by Chad Kendall. Larry Adams: Yea, Scott Claycomb: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea Yea: 5, Nay: 0

#### 5.10. New Policies

Approve new policies 6113, 6400, and 6931 on first and last reading Passed with a motion by Cole Stark and a second by Larry Adams. Larry Adams: Yea, Scott Claycomb: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea Yea: 5, Nay: 0

#### 5.11. Policy Updates

Approve updates to board policy 5010 Passed with a motion by Larry Adams and a second by Scott Claycomb. Larry Adams: Yea, Scott Claycomb: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea Yea: 5, Nay: 0

#### 5.12. Rescind Policy

Rescind board policy 1235 Passed with a motion by Chad Kendall and a second by Larry Adams. Larry Adams: Yea, Scott Claycomb: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea Yea: 5, Nay: 0

#### 7. Adjournment

Motion to adjourn at 7:46PM. Passed with a motion by Chad Kendall and a second by Cole Stark. Larry Adams: Yea, Scott Claycomb: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea Yea: 5, Nay: 0

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Board of Education

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Business Manager



Cory Worrell <cory.worrell@district145.org>

**Re: Resignation Letter**

1 message

**Rik Devney** <rik.devney@district145.org>

To: Philip Steffen <philip.steffen@district145.org>

Cc: Barb Meyers <barb.meyers@district145.org>, Cory Worrell <cory.worrell@district145.org>, Keri Cooper <keri.cooper@district145.org>, Mikal Shalikow <mikal.shalikow@district145.org>

Mon, Jul 28, 2025 at 3:50 PM

Thanks for letting us know Phillip. I will get the position posted.

On Mon, Jul 28, 2025 at 11:32AM Philip Steffen <philip.steffen@district145.org> wrote:

----- Forwarded message -----

From: **Cindi Franzen** <c.anderson.franzen@gmail.com>

Date: Fri, Jul 11, 2025 at 7:22 PM

Subject: Resignation Letter

To: Philip Steffen <philip.steffen@district145.org>

**July 11, 2025**

**Philip Steffen**

Food Service Director

Waverly Middle School

Waverly, NE

Dear Mr. Steffen,

I am writing to formally resign from my position as Assistant Head Cook at Waverly Middle School, effective immediately.

This has not been an easy decision, as I have truly enjoyed being part of the food service team and contributing to a positive experience for the students and staff. Working alongside such a dedicated and supportive group has been both an honor and a privilege.

However, after thoughtful consideration, I've decided to pursue a new direction in my professional journey that aligns with my long-term goals and family needs. I'm incredibly grateful for the opportunity to serve the Waverly community, and I leave with nothing but appreciation and respect for the role and the people I've worked with.

Thank you again for the guidance, trust, and support you've extended to me during my time here.

Sincerely,

**Cindi Franzen**

7/28/25, 3:56 PM

School District 145 Mail - Re: Resignation Letter

Dr. Rik Devney  
Director of Human Resources and Communications  
District 145: Waverly  
14511 Heywood  
Waverly, NE 68462  
(402) 786-2321

**Fund Balances as of:  
July 30, 2025**

<b>Fund</b>	<b>June 30, 2025</b>	<b>Receipts</b>	<b>Expenditures</b>	<b>Transfers</b>	<b>July 30, 2025</b>
Money Market	9,298,852.09	29,656.00	-	-	9,328,508.09
General	10,870,753.58	411,747.50	2,534,425.81	-	8,748,075.27
Building	615,718.27	12,331.52	49,975.21	-	578,074.58
Bond 15 Construction	0.33	-	-	-	0.33
Bond 2016- <b>2021B</b> (Debt)	216,418.52	6,643.81	-	-	223,062.33
Bond 2015- <b>2015/2020</b> (Debt)	240,967.39	7,969.33	-	-	248,936.72
Bond 11 A/B K-8- <b>2021A</b> Debt	450,331.98	12,061.50	-	-	462,393.48
Bond 11 C 9-12- <b>2016B</b> Debt	148,510.48	3,920.21	-	-	152,430.69
Hot Lunch	70,360.79	6,844.22	49,809.52	-	27,395.49
2003 QCPUF (Env Hazards)	2.33	-	-	-	2.33
2010 QCPUF	9.76	-	-	-	9.76
2012 QCPUF	1,164.72	-	-	-	1,164.72
2013 QCPUF	1,944.63	0.43	-	-	1,945.06
2024 QCPUF	5,495,641.93	25,110.83	1,238,771.00	-	4,281,981.76
Depreciation	94,223.24	14.03	24,974.68	-	69,262.59
<b>Total</b>	<b>27,504,900.04</b>	<b>516,299.38</b>	<b>3,897,956.22</b>	-	<b>24,123,243.20</b>



Check #	Vendor Name	Amount	
Account Number	Invoice	Description	Amount
Checking	1		
Checking	1 Fund: 01	GENERAL FUND	
73386	AIRGAS		321.21
01 1100 442 2 001 1170	5517259567	CYLINDER RENTAL 6/1/25-6/30/25	321.21
		Vendor Total:	321.21
73387	ALL AMERICAN FLAG COMPANY		2,447.00
01 1100 610 2 001 1111	8005	Flags for WHS Reference estimate # 25-04	2,447.00
		Vendor Total:	2,447.00
73388	ALLIED OIL & TIRE COMPANY		2,450.30
01 2710 610 0 000	0282870-IN	OIL	1,960.24
01 2712 610 0 000	0282870-IN	OIL	490.06
		Vendor Total:	2,450.30
73376	ALLO COMMUNICATIONS		172.22
01 2230 340 0 000	2307659 AU-0002	INTERNET SERVICES AUG 25	172.22
		Vendor Total:	172.22
73389	AMAZON CAPITAL SERVICES		379.98
01 1100 733 1 003 1111	11LF-4W4K-MH43	VASAGLE Side Table with lower shelf, sma	39.99
01 1100 733 1 003 1111	11LF-4W4K-MH43	IDEALHOUSE Swivel Rocking Nursery Chair	339.99
73389	AMAZON CAPITAL SERVICES		44.86
01 2620 610 0 000	14D7-LD6T-PPR6	SUPPLIES	44.86
73389	AMAZON CAPITAL SERVICES		1,110.34
01 2620 610 0 000	1FT9-TWKN-K7WP	WATER FOUNTAIN FILTERS	153.37
01 2620 610 1 003	1FT9-TWKN-K7WP	WATER FOUNTAIN FILTERS	121.72
01 2620 610 1 004	1FT9-TWKN-K7WP	WATER FOUNTAIN FILTERS	121.72
01 2620 610 1 006	1FT9-TWKN-K7WP	WATER FOUNTAIN FILTERS	216.73
01 2620 610 2 002	1FT9-TWKN-K7WP	WATER FOUNTAIN FILTERS	185.06
01 2620 610 2 001	1FT9-TWKN-K7WP	WATER FOUNTAIN FILTERS	311.74
73389	AMAZON CAPITAL SERVICES		36.88
01 1100 610 2 001 1111	1G7R-GW1G-CV9T	PILOT G2 Premium Gel Roller Pen, Retract	36.88
73389	AMAZON CAPITAL SERVICES		15.55
01 1100 610 2 001 1110	1G7R-GW1G-GHFQ	SHARPIE 22478 Flip Chart Markers, Bullet	15.55
73389	AMAZON CAPITAL SERVICES		822.24
01 1100 610 2 001 1110	1H9D-QCGM-KPK4	MLA Guidelines 9th Edition QuickStudy La	799.25
01 1100 610 2 001 1110	1H9D-QCGM-KPK4	CoroRio 30 Packs White Blank Books for K	22.99
73389	AMAZON CAPITAL SERVICES		39.97
01 1100 610 2 001 1110	1HG9-QN16-1NHT	NEO CHAIR Office Chair Computer Desk Cha	39.97
73389	AMAZON CAPITAL SERVICES		180.13
01 1100 610 2 001 1110	1LLY-LCQD-6X14	MLA Guidelines 9th Edition QuickStudy La	69.50

Check #	Vendor Name	Amount	
Account Number	Invoice	Description	Amount
01 1100 610 2 001 1110	1LLY-LCQD- 6X14	Crayola Broad Line Markers Classpack (25	57.92
01 1100 610 2 001 1110	1LLY-LCQD- 6X14	Swingline Stapler, 40 Sheet Capacity, Op	17.48
01 1100 610 2 001 1110	1LLY-LCQD- 6X14	Swingline Commercial Stapler, 20 Sheet C	13.84
01 1100 610 2 001 1110	1LLY-LCQD- 6X14	EXPO Dry Erase Markers, Low Odor Ink, As	21.39
	73389 AMAZON CAPITAL SERVICES		16.85
01 2220 610 2 001	1NGQ-WNYK- HNKL	COSIMIXO 6-Pack Colored Masking Tape 0.9	16.85
	73389 AMAZON CAPITAL SERVICES		292.96
01 1100 733 1 003 1111	1NHQ-QWFK- TDN6	naspaluro erogonomic office chair, black	65.99
01 1100 733 1 003 1111	1NHQ-QWFK- TDN6	TQVAI Liternature Organizer, 27 slots, b	118.99
01 1100 733 1 003 1111	1NHQ-QWFK- TDN6	Senhoglb Wood Classroom Mailbox, 27 slot	95.99
01 1100 733 1 003 1111	1NHQ-QWFK- TDN6	EXQ Fleece Throw, beige	11.99
	73389 AMAZON CAPITAL SERVICES		40.16
01 2320 610 0 000	1NKV-VCXL- HWHM	SUPPLIES	40.16
	73389 AMAZON CAPITAL SERVICES		31.10
01 1100 610 2 001 1110	1NKX-DJCK- CTK3	SHARPIE 22478 Flip Chart Markers, Bullet	31.10
	73389 AMAZON CAPITAL SERVICES		779.87
01 2712 610 0 000	1NLT-LN1C- 6K4L	BOOSTER SEATS	779.87
	73389 AMAZON CAPITAL SERVICES		144.46
01 1100 610 2 001 1110	1RHP-KV6X- 1V4Q	Frederick Douglass: Prophet of Freedom (	18.38
01 1100 610 2 001 1110	1RHP-KV6X- 1V4Q	The Wars of the Lord: The Puritan Conque	34.99
01 1100 610 2 001 1110	1RHP-KV6X- 1V4Q	The Gulf: The Making of An American SeaT	17.48
01 1100 610 2 001 1110	1RHP-KV6X- 1V4Q	A Fever in the Heartland: The Ku Klux Kl	14.72
01 1100 610 2 001 1110	1RHP-KV6X- 1V4Q	The Last Million: Europe's Displaced Per	17.71
01 1100 610 2 001 1110	1RHP-KV6X- 1V4Q	The Alice Network: A NovelThe Alice Netw	9.97
01 1100 610 2 001 1110	1RHP-KV6X- 1V4Q	The Witches: Salem, 1692The Witches: Sal	13.06
01 1100 610 2 001 1110	1RHP-KV6X- 1V4Q	Alexander HamiltonAlexander Hamilton	18.15
	73389 AMAZON CAPITAL SERVICES		202.91
01 2220 610 2 001	1RNK-4QF6- H7CD	(16 Pack) Sticky Notes 3x3, Self-Stick P	8.99
01 2220 610 2 001	1RNK-4QF6- H7CD	EXPO Low Odor Dry Erase Markers Chisel T	8.97
01 2220 610 2 001	1RNK-4QF6- H7CD	Astrobrights Mega Collection, Colored Ca	17.94
01 2220 610 2 001	1RNK-4QF6- H7CD	Crayola Ultra-Clean Washable Markers, 12	4.98
01 2220 610 2 001	1RNK-4QF6- H7CD	Crayola Ultra Clean Fine Line Washable M	13.49
01 2220 610 2 001	1RNK-4QF6- H7CD	(12 Pack) Lined Sticky Notes 4x6 in Post	8.99

Check #	Vendor Name	Amount	
Account Number	Invoice	Description	Amount
01 2220 610 2 001	1RNK-4QF6-H7CD	Wapodeai 3pcs Electrical Tape, Premium B	6.99
01 2220 610 2 001	1RNK-4QF6-H7CD	Amazon Basics Wipes, Lemon & Fresh Scent	13.56
01 2220 610 2 001	1RNK-4QF6-H7CD	120 Piece DIY Inspirational Bookmarks fo	9.99
01 2220 610 2 001	1RNK-4QF6-H7CD	Astrobrights/Neenah Bright White Cardsto	11.16
01 2220 610 2 001	1RNK-4QF6-H7CD	Anyeast Barcode Scanner with Stand, USB	28.49
01 2220 610 2 001	1RNK-4QF6-H7CD	Rainbow Colored Kraft Duo-Finish Paper,	57.36
01 2220 610 2 001	1RNK-4QF6-H7CD	Business Source Premium Invisible Tape V	12.00
73389 AMAZON CAPITAL SERVICES		38.97	
01 1100 610 2 001 1110	1TGD-VM6Q-DCVG	Magnetic Tape Roll Thin Strips, 0.39 Inc	38.97
73389 AMAZON CAPITAL SERVICES		933.42	
01 2230 734 0 000	1TL9-HHVK-19RP	Rasfox HD501 Powered 5-Port HDMI Switch	905.28
01 2230 734 0 000	1TL9-HHVK-19RP	S/H	28.14
73389 AMAZON CAPITAL SERVICES		370.43	
01 1100 610 2 001 1111	1VXQ-7HL1-JVNP	Neenah Index Cardstock, 8.5" x 11", 90 l	12.57
01 1100 610 2 001 1111	1VXQ-7HL1-JVNP	EXPO Low Odor Dry Erase Markers Chisel T	19.69
01 1100 610 2 001 1111	1VXQ-7HL1-JVNP	Amazon Basics 48-Pack AA Alkaline High-P	29.94
01 1100 610 2 001 1111	1VXQ-7HL1-JVNP	Amazon Basics AAA Alkaline High-Performa	7.99
01 1100 610 2 001 1111	1VXQ-7HL1-JVNP	Paper Mate Pink Pearl Erasers, Medium, 2	9.98
01 1100 610 2 001 1111	1VXQ-7HL1-JVNP	EXPO Low Odor Dry Erase Markers Chisel T	23.99
01 1100 610 2 001 1111	1VXQ-7HL1-JVNP	EXPO Dry Erase Markers Chisel Tip Black	46.98
01 1100 610 2 001 1111	1VXQ-7HL1-JVNP	Post-it Notes, 3x3 in, 14 Pads, America'	36.87
01 1100 610 2 001 1111	1VXQ-7HL1-JVNP	Madisi Wood-Cased #2 HB Pencils, Yellow,	18.99
01 1100 610 2 001 1111	1VXQ-7HL1-JVNP	Lichamp Masking Tape 1 inch, 4 Pack Gene	12.81
01 1100 610 2 001 1111	1VXQ-7HL1-JVNP	Scotch Magic Tape with Scotch Desktop Di	42.51
01 1100 610 2 001 1111	1VXQ-7HL1-JVNP	Scotch Heavy Duty Shipping and Moving Pa	13.19
01 1100 610 2 001 1111	1VXQ-7HL1-JVNP	Elmer's All Purpose School Glue Sticks W	8.27
01 1100 610 2 001 1111	1VXQ-7HL1-JVNP	Toidgy 144 Count Colored Pencils for Kid	16.99
01 1100 610 2 001 1111	1VXQ-7HL1-JVNP	Kleenex Professional Facial Tissue, Bulk	63.67
01 1100 610 2 001 1111	1VXQ-7HL1-JVNP	Magnetic Dry Erase Erasers, 8 Pack White	5.99
73389 AMAZON CAPITAL SERVICES		945.24	
01 2660 734 0 000	1VYM-G796-7KDR	INNOCN 49" 49Q1S OLED Curved Gaming Moni	945.24
73389 AMAZON CAPITAL SERVICES		1,187.16	
01 2710 610 0 000	1WYT-X7WP-YVQN	BADGE HOLDERS AND BADGE REELS, SUPPLIES	1,187.16

Check #	Vendor Name	Account Number	Invoice	Description	Amount	Amount
	73389 AMAZON CAPITAL SERVICES				299.05	
01 1100 610 2 001 1110	1YF1-WRQV-MM9F			Swingline Commercial Stapler, 20 Sheet C	13.84	
01 1100 610 2 001 1110	1YF1-WRQV-MM9F			Paper Mate Felt Tip Pens, Flair Marker P	53.01	
01 1100 610 2 001 1110	1YF1-WRQV-MM9F			Anker USB C Hub, 5-in-1 USBC to HDMI Spl	22.99	
01 1100 610 2 001 1110	1YF1-WRQV-MM9F			MLA Guidelines 9th Edition QuickStudy La	7.16	
01 1100 610 2 001 1110	1YF1-WRQV-MM9F			Post-it Super Sticky Easel Pad, 25 x 30	183.56	
01 1100 610 2 001 1110	1YF1-WRQV-MM9F			Astrobrights Mega Collection, Colored Ca	18.49	
	73389 AMAZON CAPITAL SERVICES				159.99	
01 1100 610 2 002 1111	1YLR-RTF1-TRRC			6 Tier Metal Shelving Unit, Adjustable S	159.99	
	73389 AMAZON CAPITAL SERVICES				15.55	
01 1100 610 2 001 1110	1YV1-K97P-7PLY			SHARPIE 22478 Flip Chart Markers, Bullet	15.55	
						Vendor Total: 8,088.07
	73390 AMERICAN MESSAGING				59.71	
01 2510 382 0 000	D3201922ZH			SVS - FINAL INVOICE	59.71	
						Vendor Total: 59.71
	73391 ANDERSON FORD				69.90	
01 2712 610 0 000	15477858			PARKING SENSORS	69.90	
						Vendor Total: 69.90
	73392 APPLE, INC				5,590.00	
01 2230 734 0 000	MB83237317			MW173LL/A 13-inch MacBook Air: Apple M4	4,395.00	
01 2230 734 0 000	MB83237317			4-Year AppleCare+ for Schools 13-inch Ma	1,195.00	
						Vendor Total: 5,590.00
	73393 BEHAVIORAL INSTITUTE FOR CHILDREN AND ADOLESCENTS				589.27	
01 1200 610 1 004 1221	334			books	589.27	
						Vendor Total: 589.27
	73377 BLUE CROSS BLUE SHIELD				326,539.08	
01 1100 281 1 003 1100	AUG 25-0001			HEALTH BENEFITS	2,907.80	
01 1100 281 1 004 1100	AUG 25-0001			HEALTH BENEFITS	7,859.93	
01 1100 281 1 003 1101	AUG 25-0001			HEALTH BENEFITS	5,421.11	
01 1100 281 1 004 1101	AUG 25-0001			HEALTH BENEFITS	8,158.96	
01 1100 281 1 003 1102	AUG 25-0001			HEALTH BENEFITS	3,465.27	
01 1100 281 1 004 1102	AUG 25-0001			HEALTH BENEFITS	8,599.81	
01 6408 281 1 000	AUG 25-0001			HEALTH BENEFITS	1,688.40	
01 6408 281 2 000	AUG 25-0001			HEALTH BENEFITS	3,029.28	
01 2712 286 0 000	AUG 25-0001			HEALTH BENEFITS	397.11	
01 3540 281 1 003	AUG 25-0001			HEALTH BENEFITS	685.92	
01 3535 281 0 000	AUG 25-0001			HEALTH BENEFITS	2,221.88	
01 6200 281 1 003	AUG 25-0001			HEALTH BENEFITS	2,177.44	
01 6310 281 1 003	AUG 25-0001			HEALTH BENEFITS	322.96	
01 6408 281 0 000	AUG 25-0001			HEALTH BENEFITS	2,221.88	

<u>Check #</u>	<u>Vendor Name</u>		<u>Amount</u>
<u>Account</u>	<u>Number</u>	<u>Invoice</u>	<u>Description</u>
			<u>Amount</u>
01 2620 280 1 004	AUG 25-0001	HEALTH BENEFITS	0.00
01 2620 280 1 006	AUG 25-0001	HEALTH BENEFITS	0.00
01 2620 280 2 001	AUG 25-0001	HEALTH BENEFITS	848.31
01 2620 280 2 002	AUG 25-0001	HEALTH BENEFITS	848.31
01 2710 280 0 000	AUG 25-0001	HEALTH BENEFITS	2,392.05
01 2710 286 0 000	AUG 25-0001	HEALTH BENEFITS	397.11
01 2610 280 1 006	AUG 25-0001	HEALTH BENEFITS	848.31
01 2610 280 2 001	AUG 25-0001	HEALTH BENEFITS	4,961.99
01 2610 280 2 002	AUG 25-0001	HEALTH BENEFITS	2,417.06
01 2630 280 0 000	AUG 25-0001	HEALTH BENEFITS	1,696.62
01 2620 286 0 000	AUG 25-0001	HEALTH BENEFITS	2,031.50
01 2620 280 1 003	AUG 25-0001	HEALTH BENEFITS	848.31
01 2410 280 2 001	AUG 25-0001	HEALTH BENEFITS	1,696.62
01 2410 281 2 002	AUG 25-0001	HEALTH BENEFITS	2,239.44
01 2410 280 2 002	AUG 25-0001	HEALTH BENEFITS	1,568.75
01 2570 286 0 000	AUG 25-0001	HEALTH BENEFITS	1,934.17
01 2610 280 1 003	AUG 25-0001	HEALTH BENEFITS	1,696.62
01 2610 280 1 004	AUG 25-0001	HEALTH BENEFITS	848.31
01 2410 280 1 003	AUG 25-0001	HEALTH BENEFITS	848.31
01 2410 281 1 004	AUG 25-0001	HEALTH BENEFITS	1,934.17
01 2410 280 1 004	AUG 25-0001	HEALTH BENEFITS	848.31
01 2410 281 1 006	AUG 25-0001	HEALTH BENEFITS	2,239.44
01 2410 280 1 006	AUG 25-0001	HEALTH BENEFITS	848.31
01 2410 281 2 001	AUG 25-0001	HEALTH BENEFITS	0.00
01 2230 281 0 000	AUG 25-0001	HEALTH BENEFITS	2,239.44
01 2230 284 0 000	AUG 25-0001	HEALTH BENEFITS	2,417.06
01 2320 285 0 000	AUG 25-0001	HEALTH BENEFITS	2,239.44
01 2320 286 0 000	AUG 25-0001	HEALTH BENEFITS	685.92
01 2320 280 0 000	AUG 25-0001	HEALTH BENEFITS	2,544.93
01 2410 281 1 003	AUG 25-0001	HEALTH BENEFITS	2,239.44
01 2212 281 0 000	AUG 25-0001	HEALTH BENEFITS	2,239.44
01 2220 281 1 003	AUG 25-0001	HEALTH BENEFITS	2,221.88
01 2220 281 1 004	AUG 25-0001	HEALTH BENEFITS	2,221.88
01 2220 281 1 006	AUG 25-0001	HEALTH BENEFITS	1,879.35
01 2220 281 2 001	AUG 25-0001	HEALTH BENEFITS	1,879.35
01 2220 281 2 002	AUG 25-0001	HEALTH BENEFITS	1,407.34
01 2130 282 2 001	AUG 25-0001	HEALTH BENEFITS	720.44
01 2130 282 2 002	AUG 25-0001	HEALTH BENEFITS	848.31
01 2141 281 0 000	AUG 25-0001	HEALTH BENEFITS	2,381.43
01 2151 281 1 004	AUG 25-0001	HEALTH BENEFITS	2,221.88
01 2151 281 2 001	AUG 25-0001	HEALTH BENEFITS	1,656.09
01 2190 280 2 001	AUG 25-0001	HEALTH BENEFITS	848.31
01 2120 281 1 003	AUG 25-0001	HEALTH BENEFITS	831.20
01 2120 281 1 004	AUG 25-0001	HEALTH BENEFITS	1,407.34
01 2120 281 2 001	AUG 25-0001	HEALTH BENEFITS	5,618.21
01 2120 280 2 001	AUG 25-0001	HEALTH BENEFITS	848.31
01 2120 281 2 002	AUG 25-0001	HEALTH BENEFITS	1,934.17
01 2130 282 1 006	AUG 25-0001	HEALTH BENEFITS	848.31
01 1200 281 2 001	AUG 25-0001	HEALTH BENEFITS	7,037.45
1221			
01 1200 281 2 002	AUG 25-0001	HEALTH BENEFITS	7,130.51
1221			
01 1200 281 1 004	AUG 25-0001	HEALTH BENEFITS	2,221.88
1222			
01 1200 281 2 001	AUG 25-0001	HEALTH BENEFITS	685.92

<u>Check #</u>	<u>Vendor Name</u>			<u>Amount</u>	
<u>Account</u>	<u>Number</u>	<u>Invoice</u>	<u>Description</u>		<u>Amount</u>
1222					
01 1200 281 2 002		AUG 25-0001	HEALTH BENEFITS		1,879.35
1222					
01 1200 281 2 001		AUG 25-0001	HEALTH BENEFITS		1,407.34
1225					
01 1100 281 2 001		AUG 25-0001	HEALTH BENEFITS		1,355.35
1194					
01 1100 281 2 002		AUG 25-0001	HEALTH BENEFITS		1,102.38
1194					
01 1200 281 0 000		AUG 25-0001	HEALTH BENEFITS		1,934.17
1214					
01 1200 281 1 003		AUG 25-0001	HEALTH BENEFITS		6,665.64
1221					
01 1200 281 1 004		AUG 25-0001	HEALTH BENEFITS		4,101.23
1221					
01 1200 281 1 006		AUG 25-0001	HEALTH BENEFITS		6,665.64
1221					
01 1100 281 1 004		AUG 25-0001	HEALTH BENEFITS		939.68
1193					
01 1100 281 1 006		AUG 25-0001	HEALTH BENEFITS		939.67
1193					
01 1100 281 2 001		AUG 25-0001	HEALTH BENEFITS		226.35
1193					
01 1100 281 2 002		AUG 25-0001	HEALTH BENEFITS		459.57
1193					
01 1100 281 1 003		AUG 25-0001	HEALTH BENEFITS		111.09
1194					
01 1100 281 1 006		AUG 25-0001	HEALTH BENEFITS		460.46
1194					
01 1100 281 1 003		AUG 25-0001	HEALTH BENEFITS		685.92
1190					
01 1100 281 1 004		AUG 25-0001	HEALTH BENEFITS		831.21
1190					
01 1100 281 1 006		AUG 25-0001	HEALTH BENEFITS		831.20
1190					
01 1100 281 2 001		AUG 25-0001	HEALTH BENEFITS		685.92
1190					
01 1100 281 2 002		AUG 25-0001	HEALTH BENEFITS		2,221.88
1190					
01 1100 281 1 003		AUG 25-0001	HEALTH BENEFITS		2,221.88
1193					
01 1100 281 2 001		AUG 25-0001	HEALTH BENEFITS		1,168.09
1172					
01 1100 281 2 002		AUG 25-0001	HEALTH BENEFITS		239.25
1172					
01 1100 281 2 001		AUG 25-0001	HEALTH BENEFITS		3,541.76
1174					
01 1100 281 2 002		AUG 25-0001	HEALTH BENEFITS		685.92
1174					
01 1100 281 2 001		AUG 25-0001	HEALTH BENEFITS		3,740.28
1176					
01 1100 281 2 002		AUG 25-0001	HEALTH BENEFITS		1,879.35
1176					
01 1100 281 1 004		AUG 25-0001	HEALTH BENEFITS		939.68
1169					
01 1100 281 1 006		AUG 25-0001	HEALTH BENEFITS		939.67
1169					
01 1100 281 2 001		AUG 25-0001	HEALTH BENEFITS		1,707.52
1169					
01 1100 281 2 002		AUG 25-0001	HEALTH BENEFITS		1,444.03
1169					
01 1100 281 2 001		AUG 25-0001	HEALTH BENEFITS		3,758.70
1170					

<u>Check #</u>	<u>Vendor Name</u>		<u>Amount</u>	
<u>Account</u>	<u>Number</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
01 1100 281 2 002	1170	AUG 25-0001	HEALTH BENEFITS	2,221.88
01 1160 281 1 004		AUG 25-0001	HEALTH BENEFITS	1,110.94
01 1100 281 1 003	1168	AUG 25-0001	HEALTH BENEFITS	1,243.39
01 1100 281 1 004	1168	AUG 25-0001	HEALTH BENEFITS	939.68
01 1100 281 1 006	1168	AUG 25-0001	HEALTH BENEFITS	939.67
01 1100 281 2 001	1168	AUG 25-0001	HEALTH BENEFITS	4,670.41
01 1100 281 2 002	1168	AUG 25-0001	HEALTH BENEFITS	3,176.20
01 1100 281 2 001	1130	AUG 25-0001	HEALTH BENEFITS	7,019.45
01 1100 281 2 001	1140	AUG 25-0001	HEALTH BENEFITS	8,450.39
01 1150 281 1 004		AUG 25-0001	HEALTH BENEFITS	1,110.94
01 1100 281 2 001	1153	AUG 25-0001	HEALTH BENEFITS	6,666.50
01 1100 281 2 001	1155	AUG 25-0001	HEALTH BENEFITS	685.92
01 1160 281 1 003		AUG 25-0001	HEALTH BENEFITS	3,904.93
01 1100 281 2 002	1106	AUG 25-0001	HEALTH BENEFITS	13,349.75
01 1100 281 2 002	1107	AUG 25-0001	HEALTH BENEFITS	13,984.85
01 1100 281 2 002	1108	AUG 25-0001	HEALTH BENEFITS	13,923.64
01 1100 281 2 001	1110	AUG 25-0001	HEALTH BENEFITS	5,287.25
01 1100 281 2 001	1114	AUG 25-0001	HEALTH BENEFITS	711.00
01 1100 281 2 001	1124	AUG 25-0001	HEALTH BENEFITS	5,748.32
01 1100 281 1 003	1103	AUG 25-0001	HEALTH BENEFITS	4,443.76
01 1100 281 1 006	1103	AUG 25-0001	HEALTH BENEFITS	8,686.90
01 1100 281 1 003	1104	AUG 25-0001	HEALTH BENEFITS	807.40
01 1100 281 1 006	1104	AUG 25-0001	HEALTH BENEFITS	7,231.75
01 1100 281 1 003	1105	AUG 25-0001	HEALTH BENEFITS	2,907.80
01 1100 281 1 006	1105	AUG 25-0001	HEALTH BENEFITS	6,941.18
			Vendor Total:	326,539.08
73394	CASS COUNTY REFUSE		600.00	
01 2620 431 1 003	2616-0725		TRASH/RECY SVS JULY 25	600.00
			Vendor Total:	600.00
73395	CENTRAL STATES HYDRAULIC SERVICES, INC		569.89	
01 2710 610 0 000	7079		SILVERADO TOMMY LIFT CYLINDER HOSE #1	569.89
73395	CENTRAL STATES HYDRAULIC SERVICES, INC		567.39	
01 2710 610 0 000	7080		SILVERADO TOMMY LIFT CYLINDER HOSE #2	567.39
			Vendor Total:	1,137.28
73396	CLINT COLTON MOWING		1,440.00	

Check #	Vendor Name	Amount		Amount
Account Number	Invoice	Description		Amount
01 2630 431 1 004	S 0625	MOWING 7/5/25-7/21/25		270.00
01 2630 431 2 001	S 0625	MOWING 7/5/25-7/21/25		920.00
01 2630 431 2 002	S 0625	MOWING 7/5/25-7/21/25		250.00
			Vendor Total:	1,440.00
	73397 CORNHUSKER INTNL TRUCKS INC		212.23	
01 2710 610 0 000	3410455	FILTERS		212.23
	73397 CORNHUSKER INTNL TRUCKS INC		139.34	
01 2712 610 0 000	3410784	BRACES BUS 25		139.34
			Vendor Total:	351.57
	73398 CULLIGAN		39.00	
01 2320 440 0 000	228156	RO RENTAL 7/1/25-7/31/25		39.00
			Vendor Total:	39.00
	73399 DAS STATE ACCOUNTING - CENTRAL FINANCE		292.87	
01 2230 340 0 000	1485829	SVS JUN 25		292.87
			Vendor Total:	292.87
	73378 DEERE CREDIT		1,008.37	
01 2630 442 0 000	AUG1 25-0001	GATOR 0136565 LEASE PMT AUG 25		1,008.37
	73379 DEERE CREDIT		396.87	
01 2630 442 0 000	AUG2 25-0001	MOWER 0136566 LEASE PMT AUG 25		396.87
	73380 DEERE CREDIT		993.47	
01 2630 442 0 000	AUG6 25-0001	GATOR 0143841 LEASE PMT AUG 25		993.47
	73381 DEERE CREDIT		369.50	
01 2630 442 0 000	AUG7 25-0001	MOWER 0130010 LEASE PMT AUG 25		369.50
	73382 DEERE CREDIT		648.25	
01 2630 442 0 000	AUG8 25-0001	MOWER 0129999 LEASE PMT AUG 25		648.25
	73383 DEERE CREDIT		799.19	
01 2630 442 0 000	AUG9 25-0001	TRACTOR 0130009 LEASE PMT AUG 25		799.19
	73400 DEERE CREDIT		4,967.35	
01 2630 442 0 000	JUL6 25	GATOR 0143641 LEASE PMT MAR-JUL 25		4,967.35
			Vendor Total:	9,183.00
	73401 EAKES OFFICE SOLUTIONS		3,653.09	
01 2610 610 2 002	9142972-0	SUPPLIES		3,653.09
	73401 EAKES OFFICE SOLUTIONS		526.65	
01 2610 610 2 002	9158881-1	SUPPLIES		526.65
	73401 EAKES OFFICE SOLUTIONS		199.14	
01 2610 610 1 003	9159728-0	SUPPLIES		199.14
	73401 EAKES OFFICE SOLUTIONS		778.18	
01 2610 610 1 003	9160437-0	BRACES BUS 25		778.18
	73401 EAKES OFFICE SOLUTIONS		622.84	
01 2610 610 2 002	9171493-0	SUPPLIES		622.84
	73401 EAKES OFFICE SOLUTIONS		292.48	
01 2610 610 1 003	9176012-0	SUPPLIES		292.48
	73401 EAKES OFFICE SOLUTIONS		154.60	
01 2610 610 1 003	9176012-1	SUPPLIES		154.60
	73401 EAKES OFFICE SOLUTIONS		22.20	

Check #	Vendor Name	Amount		Amount
Account Number	Invoice	Description		Amount
01 2610 610 1 003	9176012-2	SUPPLIES		22.20
	73401 EAKES OFFICE SOLUTIONS		848.90	
01 2610 610 1 003	9176338-0	SUPPLIES		848.90
	73402 EARLY CHILDHOOD TRAINING CENTER		20.00	
				Vendor Total: 7,098.08
01 3540 320 1 004	215366	INTRODUCTION TO GOLD FOR TEACHERS -LUCAS		20.00
	73403 ELECTRONIC CONTRACTING		2,450.75	
				Vendor Total: 20.00
01 2620 431 1 004	74230	TROUBLE SHOOTING HAMLOW FIRE ALARM SYSTE		2,450.75
	73404 ESU #10		125.00	
				Vendor Total: 2,450.75
01 2320 320 0 000	26305	POWERSCHOOL CONF - ERDKAMP		125.00
	73405 ESU #4		22,388.46	
				Vendor Total: 125.00
01 2230 735 0 000	11151	DVLG BASE		7,756.96
01 2230 735 0 000	11151	CIPA FILTER FIREWALL SUBSCRIPTION 1 YR		1,575.00
01 2230 735 0 000	11151	TENABLE VULNERABILITY SCANNER		700.00
01 2230 735 0 000	11151	LINEWIZE APPLIANCE 1 YR		2,425.50
01 2230 735 0 000	11151	LINEWIZE MONITOR 1 YR		3,784.00
01 2230 735 0 000	11151	LINEWIZE CLASSWIZE 1 YR		4,257.00
01 2230 735 0 000	11151	ZOOM MEETING PRO EDUCATIONAL LICENSE		1,890.00
				Vendor Total: 22,388.46
	73406 ESU #5		510.00	
01 1200 320 1 003	3699	UNF LITERACY INSTITUTE WORKSHOP		255.00
1221				
01 1200 320 2 002	3699	UNF LITERACY INSTITUTE WORKSHOP		85.00
1221				
01 1200 320 1 006	3699	UNF LITERACY INSTITUTE WORKSHOP		170.00
1221				
				Vendor Total: 510.00
	73407 ESU #6		620.98	
01 2230 320 0 000	22032	TECH HOSTED SVS		620.98
	73407 ESU #6		23.00	
01 1100 610 2 002	22048	LAMINATING		23.00
1111				
	73407 ESU #6		3.75	
01 1100 610 2 001	22049	LAMINATING		3.75
1111				
	73407 ESU #6		2,382.58	
01 6408 320 0 000	22142	HEARING RESOURCE 3RD QTR		2,382.58
	73407 ESU #6		1,191.29	
01 1200 320 1 000	22143	HEARING RESOURCE 3RD QTR		1,191.29
1215				
	73407 ESU #6		2,382.58	
01 1200 320 1 000	22144	HEARING RESOURCE 3RD QTR		2,382.58
1215				
	73407 ESU #6		5,956.45	
01 1200 320 2 000	22145	HEARING RESOURCE 3RD QTR		5,956.45
1215				
	73407 ESU #6		4,001.54	

Check #	Vendor Name	Amount		Amount
Account Number	Invoice	Description		Amount
01 6408 320 1 000	22180	EC INSTRUCTION		4,001.54
73407 ESU #6			31,697.61	
01 1200 591 2 000	22210	CRAVE 3RD QTR		31,697.61
1215				
			Vendor Total:	48,259.78
73408 ESU COORDINATING COUNCIL			379.00	
01 2410 610 1 006	COOP003193	Swank Movie License - Annual Public Perf		379.00
73408 ESU COORDINATING COUNCIL			356.00	
01 2410 810 1 003	COOP003193.	Swank Movie Renewal		356.00
			Vendor Total:	735.00
73409 EVERYDAY SPEECH LLC			1,799.97	
01 1200 610 1 006	198495	TEAM PLAN - INDIVIDUAL LICENSE - ONE YEA		599.99
1221				
01 1200 610 1 003	198495	TEAM PLAN - INDIVIDUAL LICENSE - ONE YEA		599.99
1221				
01 1200 610 2 002	198495	TEAM PLAN - INDIVIDUAL LICENSE - ONE YEA		599.99
1221				
			Vendor Total:	1,799.97
73410 GOPHER			7.35	
01 1200 610 2 001	IN454199	CALMING SENSORY ROCKER		7.35
1221				
			Vendor Total:	7.35
73411 GRAINGER			302.34	
01 2620 610 0 000	9583650974	SUPPLIES		162.36
01 2630 610 1 003	9583650974	SUPPLIES		27.99
01 2630 610 1 004	9583650974	SUPPLIES		27.99
01 2630 610 1 006	9583650974	SUPPLIES		28.00
01 2630 610 2 002	9583650974	SUPPLIES		28.00
01 2630 610 2 001	9583650974	SUPPLIES		28.00
			Vendor Total:	302.34
73412 HD SUPPLY FORMERLY HOME DEPOT PRO			128.56	
01 2610 610 1 006	870732641	SUPPLIES		128.56
73412 HD SUPPLY FORMERLY HOME DEPOT PRO			39.54	
01 2610 610 1 004	871587952	SUPPLIES		39.54
73412 HD SUPPLY FORMERLY HOME DEPOT PRO			206.09	
01 2610 610 1 004	871800439	SUPPLIES		206.09
73412 HD SUPPLY FORMERLY HOME DEPOT PRO			59.96	
01 2610 610 2 002	873648893	SUPPLIES		59.96
73412 HD SUPPLY FORMERLY HOME DEPOT PRO			11.20	
01 2610 610 2 002	874111255	SUPPLIES		11.20
73412 HD SUPPLY FORMERLY HOME DEPOT PRO			56.16	
01 2610 610 2 001	874342249	SUPPLIES		56.16
			Vendor Total:	501.51
73384 HOMETOWN LEASING			2,862.02	
01 2510 443 0 000	51800366 A-0002	COPIER LEASE AUG 25		2,862.02
			Vendor Total:	2,862.02
73413 HOTSY EQUIPMENT CO			3,266.35	
01 2710 340 0 000	355352	PRESSURE WASHER REPAIRS		3,266.35
			Vendor Total:	3,266.35
73414 HY-ELECTRIC			398.76	
01 2620 431 1 003	4054	FIXED LED LAMPS IN POLE LIGHTS		398.76

Check #	Vendor Name	Amount		Amount
Account Number	Invoice	Description		Amount
			Vendor Total:	398.76
	73415 HY-VEE FOOD STORES			312.00
01 2710 610 0 000	727345	STAFF BREAKFAST		312.00
			Vendor Total:	312.00
	73416 INSPIRA FINANCIAL HEALTH INC			551.25
01 2310 350 0 000	21014- 2080806	SVS 7/1/25-7/31/25		551.25
			Vendor Total:	551.25
	73417 INTELEPEER CLOUD COMMUNICATION LLC			425.85
01 2510 382 0 000	INV00363917	SVS 6/1/25-6/30/25		425.85
			Vendor Total:	425.85
	73418 KUEHN, AMANDA			381.29
01 6408 333 1 000	5/24/25- 7/14/25	MILEAGE 5/24/25-7/14/25		381.29
			Vendor Total:	381.29
	73419 LINCOLN ELECTRIC SYSTEM			2,467.57
01 2610 621 2 001	023814703- 0725	SVS 6/1/25-6/30/25		2,467.57
	73419 LINCOLN ELECTRIC SYSTEM			6,311.10
01 2610 621 2 002	023832404- 0725	SVS 6/1/25-6/30/25		6,311.10
	73419 LINCOLN ELECTRIC SYSTEM			2,600.38
01 2610 621 2 002	023832504- 0725	SVS 6/1/25-6/30/25		2,600.38
	73419 LINCOLN ELECTRIC SYSTEM			18,802.53
01 2610 621 2 001	942809903- 0725	SVS 6/1/25-6/30/25		18,802.53
	73419 LINCOLN ELECTRIC SYSTEM			2,631.95
01 2610 621 1 006	944800303- 0725	SVS 6/1/25-6/30/25		2,631.95
	73419 LINCOLN ELECTRIC SYSTEM			319.54
01 2610 621 1 006	944800403- 0725	SVS 6/3/25-7/1/25		319.54
	73419 LINCOLN ELECTRIC SYSTEM			172.34
01 2610 621 1 006	944800503- 0725	SVS 6/3/25-7/1/25		172.34
	73419 LINCOLN ELECTRIC SYSTEM			40.56
01 2610 621 1 006	944800603- 0725	SVS 6/3/25-7/1/25		40.56
	73419 LINCOLN ELECTRIC SYSTEM			2,744.00
01 2610 621 1 006	944800703- 0725	SVS 6/1/25-6/30/25		2,744.00
	73419 LINCOLN ELECTRIC SYSTEM			108.80
01 2610 621 1 006	944800803- 0725	SVS 6/3/25-7/1/25		108.80
	73419 LINCOLN ELECTRIC SYSTEM			124.80
01 2610 621 0 000	944800903- 0725	SVS 6/3/25-7/1/25		124.80
	73419 LINCOLN ELECTRIC SYSTEM			144.26
01 2610 621 0 000	944801003- 0725	SVS 6/3/25-7/1/25		144.26
	73419 LINCOLN ELECTRIC SYSTEM			3,286.84
01 2610 621 1 004	944801103- 0725	SVS 6/1/25-6/30/25		3,286.84
			Vendor Total:	39,754.67

<u>Check #</u>	<u>Vendor Name</u>		<u>Amount</u>	
<u>Account Number</u>	<u>Invoice</u>	<u>Description</u>		<u>Amount</u>
73385	MADISON NATIONAL LIFE INSURANCE CO INC		465.00	
01 6408 211 1 000	LIFE-AUG 2- 0001	LIFE INSURANCE		2.16
01 6408 211 2 000	LIFE-AUG 2- 0001	LIFE INSURANCE		4.80
01 3540 211 1 003	LIFE-AUG 2- 0001	LIFE INSURANCE		2.40
01 3535 211 0 000	LIFE-AUG 2- 0001	LIFE INSURANCE		2.40
01 6200 211 1 003	LIFE-AUG 2- 0001	LIFE INSURANCE		2.35
01 6200 211 1 006	LIFE-AUG 2- 0001	LIFE INSURANCE		1.99
01 6310 211 1 003	LIFE-AUG 2- 0001	LIFE INSURANCE		0.96
01 6408 211 0 000	LIFE-AUG 2- 0001	LIFE INSURANCE		2.40
01 2410 211 2 001	LIFE-AUG 2- 0001	LIFE INSURANCE		7.50
01 2410 211 2 002	LIFE-AUG 2- 0001	LIFE INSURANCE		6.00
01 2570 211 0 000	LIFE-AUG 2- 0001	LIFE INSURANCE		3.00
01 2620 216 0 000	LIFE-AUG 2- 0001	LIFE INSURANCE		3.00
01 2710 216 0 000	LIFE-AUG 2- 0001	LIFE INSURANCE		1.50
01 2712 216 0 000	LIFE-AUG 2- 0001	LIFE INSURANCE		1.50
01 2230 211 0 000	LIFE-AUG 2- 0001	LIFE INSURANCE		3.00
01 2320 215 0 000	LIFE-AUG 2- 0001	LIFE INSURANCE		12.00
01 2320 216 0 000	LIFE-AUG 2- 0001	LIFE INSURANCE		3.00
01 2410 211 1 003	LIFE-AUG 2- 0001	LIFE INSURANCE		3.00
01 2410 211 1 004	LIFE-AUG 2- 0001	LIFE INSURANCE		3.00
01 2410 211 1 006	LIFE-AUG 2- 0001	LIFE INSURANCE		3.00
01 2212 211 0 000	LIFE-AUG 2- 0001	LIFE INSURANCE		3.00
01 2220 211 1 003	LIFE-AUG 2- 0001	LIFE INSURANCE		2.40
01 2220 211 1 004	LIFE-AUG 2- 0001	LIFE INSURANCE		2.40
01 2220 211 1 006	LIFE-AUG 2- 0001	LIFE INSURANCE		2.40
01 2220 211 2 001	LIFE-AUG 2- 0001	LIFE INSURANCE		2.40
01 2220 211 2 002	LIFE-AUG 2- 0001	LIFE INSURANCE		2.40
01 2120 211 2 002	LIFE-AUG 2- 0001	LIFE INSURANCE		4.80
01 2141 211 0 000	LIFE-AUG 2- 0001	LIFE INSURANCE		4.80
01 2151 211 1 004	LIFE-AUG 2- 0001	LIFE INSURANCE		2.40
01 2151 211 2 001	LIFE-AUG 2- 0001	LIFE INSURANCE		1.44

<u>Check #</u>	<u>Vendor Name</u>		<u>Amount</u>
<u>Account Number</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
01 2151 211 2 002	LIFE-AUG 2-0001	LIFE INSURANCE	2.40
01 2190 211 2 001	LIFE-AUG 2-0001	LIFE INSURANCE	1.50
01 1200 211 2 002 1222	LIFE-AUG 2-0001	LIFE INSURANCE	2.40
01 1200 211 2 001 1225	LIFE-AUG 2-0001	LIFE INSURANCE	2.40
01 2120 211 1 003	LIFE-AUG 2-0001	LIFE INSURANCE	1.20
01 2120 211 1 004	LIFE-AUG 2-0001	LIFE INSURANCE	2.40
01 2120 211 1 006	LIFE-AUG 2-0001	LIFE INSURANCE	2.40
01 2120 211 2 001	LIFE-AUG 2-0001	LIFE INSURANCE	7.20
01 1200 211 1 004 1221	LIFE-AUG 2-0001	LIFE INSURANCE	7.20
01 1200 211 1 006 1221	LIFE-AUG 2-0001	LIFE INSURANCE	7.20
01 1200 211 2 001 1221	LIFE-AUG 2-0001	LIFE INSURANCE	12.00
01 1200 211 2 002 1221	LIFE-AUG 2-0001	LIFE INSURANCE	9.60
01 1200 211 1 004 1222	LIFE-AUG 2-0001	LIFE INSURANCE	2.40
01 1200 211 2 001 1222	LIFE-AUG 2-0001	LIFE INSURANCE	2.40
01 1100 211 1 003 1194	LIFE-AUG 2-0001	LIFE INSURANCE	0.12
01 1100 211 1 006 1194	LIFE-AUG 2-0001	LIFE INSURANCE	0.70
01 1100 211 2 001 1194	LIFE-AUG 2-0001	LIFE INSURANCE	1.46
01 1100 211 2 002 1194	LIFE-AUG 2-0001	LIFE INSURANCE	2.52
01 1200 211 0 000 1214	LIFE-AUG 2-0001	LIFE INSURANCE	3.00
01 1200 211 1 003 1221	LIFE-AUG 2-0001	LIFE INSURANCE	7.20
01 1100 211 2 002 1190	LIFE-AUG 2-0001	LIFE INSURANCE	2.40
01 1100 211 1 003 1193	LIFE-AUG 2-0001	LIFE INSURANCE	2.40
01 1100 211 1 004 1193	LIFE-AUG 2-0001	LIFE INSURANCE	1.20
01 1100 211 1 006 1193	LIFE-AUG 2-0001	LIFE INSURANCE	1.20
01 1100 211 2 001 1193	LIFE-AUG 2-0001	LIFE INSURANCE	0.79
01 1100 211 2 002 1193	LIFE-AUG 2-0001	LIFE INSURANCE	1.61
01 1100 211 2 001 1176	LIFE-AUG 2-0001	LIFE INSURANCE	5.57
01 1100 211 2 002 1176	LIFE-AUG 2-0001	LIFE INSURANCE	2.40
01 1100 211 1 003 1190	LIFE-AUG 2-0001	LIFE INSURANCE	1.20
01 1100 211 1 004 1190	LIFE-AUG 2-0001	LIFE INSURANCE	1.20
01 1100 211 1 006 1190	LIFE-AUG 2-0001	LIFE INSURANCE	1.20

<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>	
<u>Account Number</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
01 1100 211 2 001 1190	LIFE-AUG 2- 0001	LIFE INSURANCE	2.40
01 1100 211 2 001 1170	LIFE-AUG 2- 0001	LIFE INSURANCE	4.80
01 1100 211 2 002 1170	LIFE-AUG 2- 0001	LIFE INSURANCE	2.40
01 1100 211 2 001 1172	LIFE-AUG 2- 0001	LIFE INSURANCE	1.99
01 1100 211 2 002 1172	LIFE-AUG 2- 0001	LIFE INSURANCE	0.41
01 1100 211 2 001 1174	LIFE-AUG 2- 0001	LIFE INSURANCE	4.80
01 1100 211 2 002 1174	LIFE-AUG 2- 0001	LIFE INSURANCE	2.40
01 1100 211 2 001 1168	LIFE-AUG 2- 0001	LIFE INSURANCE	5.40
01 1100 211 2 002 1168	LIFE-AUG 2- 0001	LIFE INSURANCE	5.23
01 1100 281 1 004 1169	LIFE-AUG 2- 0001	LIFE INSURANCE	1.20
01 1100 211 1 006 1169	LIFE-AUG 2- 0001	LIFE INSURANCE	1.20
01 1100 211 2 001 1169	LIFE-AUG 2- 0001	LIFE INSURANCE	1.80
01 1100 211 2 002 1169	LIFE-AUG 2- 0001	LIFE INSURANCE	2.38
01 1160 211 1 003	LIFE-AUG 2- 0001	LIFE INSURANCE	6.05
01 1160 211 1 004	LIFE-AUG 2- 0001	LIFE INSURANCE	1.20
01 1160 211 1 006	LIFE-AUG 2- 0001	LIFE INSURANCE	0.41
01 1100 211 1 003 1168	LIFE-AUG 2- 0001	LIFE INSURANCE	2.40
01 1100 211 1 004 1168	LIFE-AUG 2- 0001	LIFE INSURANCE	1.20
01 1100 211 1 006 1168	LIFE-AUG 2- 0001	LIFE INSURANCE	1.20
01 1100 211 2 001 1124	LIFE-AUG 2- 0001	LIFE INSURANCE	8.40
01 1100 211 2 001 1130	LIFE-AUG 2- 0001	LIFE INSURANCE	11.23
01 1100 211 2 001 1140	LIFE-AUG 2- 0001	LIFE INSURANCE	14.40
01 1150 211 1 004	LIFE-AUG 2- 0001	LIFE INSURANCE	1.20
01 1100 211 2 001 1153	LIFE-AUG 2- 0001	LIFE INSURANCE	12.00
01 1100 211 2 001 1155	LIFE-AUG 2- 0001	LIFE INSURANCE	2.40
01 1100 211 1 006 1105	LIFE-AUG 2- 0001	LIFE INSURANCE	12.00
01 1100 211 2 002 1106	LIFE-AUG 2- 0001	LIFE INSURANCE	21.60
01 1100 211 2 002 1107	LIFE-AUG 2- 0001	LIFE INSURANCE	16.80
01 1100 211 2 002 1108	LIFE-AUG 2- 0001	LIFE INSURANCE	18.79
01 1100 211 2 001 1110	LIFE-AUG 2- 0001	LIFE INSURANCE	12.43
01 1100 211 2 001 1114	LIFE-AUG 2- 0001	LIFE INSURANCE	0.77

<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
<u>Account Number</u>	<u>Invoice</u>	<u>Description</u>
		<u>Amount</u>
01 1100 211 1 004 1102	LIFE-AUG 2- 0001	LIFE INSURANCE 12.00
01 1100 211 1 003 1103	LIFE-AUG 2- 0001	LIFE INSURANCE 4.80
01 1100 211 1 006 1103	LIFE-AUG 2- 0001	LIFE INSURANCE 11.04
01 1100 211 1 003 1104	LIFE-AUG 2- 0001	LIFE INSURANCE 2.40
01 1100 211 1 006 1104	LIFE-AUG 2- 0001	LIFE INSURANCE 12.00
01 1100 211 1 003 1105	LIFE-AUG 2- 0001	LIFE INSURANCE 4.80
01 1100 211 1 003 1100	LIFE-AUG 2- 0001	LIFE INSURANCE 4.80
01 1100 211 1 004 1100	LIFE-AUG 2- 0001	LIFE INSURANCE 12.00
01 1100 211 1 003 1101	LIFE-AUG 2- 0001	LIFE INSURANCE 7.20
01 1100 211 1 004 1101	LIFE-AUG 2- 0001	LIFE INSURANCE 12.00
01 1100 211 1 003 1102	LIFE-AUG 2- 0001	LIFE INSURANCE 4.80
73385 MADISON INC	NATIONAL LIFE INSURANCE CO	3,324.12
01 3535 211 0 000	LTD-AUG 25- 0001	LTD INSURANCE 19.97
01 6200 211 1 003	LTD-AUG 25- 0001	LTD INSURANCE 11.16
01 6200 211 1 006	LTD-AUG 25- 0001	LTD INSURANCE 15.04
01 6310 211 1 003	LTD-AUG 25- 0001	LTD INSURANCE 6.45
01 6408 211 0 000	LTD-AUG 25- 0001	LTD INSURANCE 19.44
01 6408 211 1 000	LTD-AUG 25- 0001	LTD INSURANCE 19.01
01 2410 211 2 002	LTD-AUG 25- 0001	LTD INSURANCE 58.00
01 2570 211 0 000	LTD-AUG 25- 0001	LTD INSURANCE 33.75
01 2620 216 0 000	LTD-AUG 25- 0001	LTD INSURANCE 21.47
01 2710 216 0 000	LTD-AUG 25- 0001	LTD INSURANCE 9.26
01 2712 216 0 000	LTD-AUG 25- 0001	LTD INSURANCE 9.26
01 3540 211 1 003	LTD-AUG 25- 0001	LTD INSURANCE 16.43
01 2320 215 0 000	LTD-AUG 25- 0001	LTD INSURANCE 48.31
01 2320 216 0 000	LTD-AUG 25- 0001	LTD INSURANCE 37.49
01 2410 211 1 003	LTD-AUG 25- 0001	LTD INSURANCE 28.35
01 2410 211 1 004	LTD-AUG 25- 0001	LTD INSURANCE 23.75
01 2410 211 1 006	LTD-AUG 25- 0001	LTD INSURANCE 29.05
01 2410 211 2 001	LTD-AUG 25- 0001	LTD INSURANCE 72.24
01 2220 211 1 003	LTD-AUG 25- 0001	LTD INSURANCE 16.63

<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>	
<u>Account Number</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
01 2220 211 1 004	LTD-AUG 25-0001	LTD INSURANCE	18.60
01 2220 211 1 006	LTD-AUG 25-0001	LTD INSURANCE	17.99
01 2220 211 2 001	LTD-AUG 25-0001	LTD INSURANCE	18.00
01 2220 211 2 002	LTD-AUG 25-0001	LTD INSURANCE	19.10
01 2230 211 0 000	LTD-AUG 25-0001	LTD INSURANCE	25.55
01 2141 211 0 000	LTD-AUG 25-0001	LTD INSURANCE	33.23
01 2151 211 1 004	LTD-AUG 25-0001	LTD INSURANCE	16.64
01 2151 211 2 001	LTD-AUG 25-0001	LTD INSURANCE	11.40
01 2151 211 2 002	LTD-AUG 25-0001	LTD INSURANCE	11.98
01 2190 211 2 001	LTD-AUG 25-0001	LTD INSURANCE	13.51
01 2212 211 0 000	LTD-AUG 25-0001	LTD INSURANCE	39.43
01 1200 211 2 001 1225	LTD-AUG 25-0001	LTD INSURANCE	16.64
01 2120 211 1 003	LTD-AUG 25-0001	LTD INSURANCE	9.72
01 2120 211 1 004	LTD-AUG 25-0001	LTD INSURANCE	15.54
01 2120 211 1 006	LTD-AUG 25-0001	LTD INSURANCE	19.01
01 2120 211 2 001	LTD-AUG 25-0001	LTD INSURANCE	62.05
01 2120 211 2 002	LTD-AUG 25-0001	LTD INSURANCE	38.18
01 1200 211 1 006 1221	LTD-AUG 25-0001	LTD INSURANCE	44.55
01 1200 211 2 001 1221	LTD-AUG 25-0001	LTD INSURANCE	85.25
01 1200 211 2 002 1221	LTD-AUG 25-0001	LTD INSURANCE	70.22
01 1200 211 1 004 1222	LTD-AUG 25-0001	LTD INSURANCE	20.23
01 1200 211 2 001 1222	LTD-AUG 25-0001	LTD INSURANCE	19.58
01 1200 211 2 002 1222	LTD-AUG 25-0001	LTD INSURANCE	18.51
01 1100 211 1 006 1194	LTD-AUG 25-0001	LTD INSURANCE	5.95
01 1100 211 2 001 1194	LTD-AUG 25-0001	LTD INSURANCE	14.12
01 1100 211 2 002 1194	LTD-AUG 25-0001	LTD INSURANCE	19.20
01 1200 211 0 000 1214	LTD-AUG 25-0001	LTD INSURANCE	36.80
01 1200 211 1 003 1221	LTD-AUG 25-0001	LTD INSURANCE	50.74
01 1200 211 1 004 1221	LTD-AUG 25-0001	LTD INSURANCE	55.24
01 1100 211 1 003 1193	LTD-AUG 25-0001	LTD INSURANCE	16.19
01 1100 211 1 004 1193	LTD-AUG 25-0001	LTD INSURANCE	5.89

<u>Check #</u>	<u>Vendor Name</u>		<u>Amount</u>	
<u>Account</u>	<u>Number</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
01 1100 211 1 006 1193		LTD-AUG 25- 0001	LTD INSURANCE	5.89
01 1100 211 2 001 1193		LTD-AUG 25- 0001	LTD INSURANCE	3.56
01 1100 211 2 002 1193		LTD-AUG 25- 0001	LTD INSURANCE	7.23
01 1100 211 1 003 1194		LTD-AUG 25- 0001	LTD INSURANCE	1.16
01 1100 211 2 002 1176		LTD-AUG 25- 0001	LTD INSURANCE	17.45
01 1100 211 1 003 1190		LTD-AUG 25- 0001	LTD INSURANCE	5.69
01 1100 211 1 004 1190		LTD-AUG 25- 0001	LTD INSURANCE	8.54
01 1100 211 1 006 1190		LTD-AUG 25- 0001	LTD INSURANCE	8.54
01 1100 211 2 001 1190		LTD-AUG 25- 0001	LTD INSURANCE	18.22
01 1100 211 2 002 1190		LTD-AUG 25- 0001	LTD INSURANCE	16.84
01 1100 211 2 002 1170		LTD-AUG 25- 0001	LTD INSURANCE	17.67
01 1100 211 2 001 1172		LTD-AUG 25- 0001	LTD INSURANCE	18.27
01 1100 211 2 002 1172		LTD-AUG 25- 0001	LTD INSURANCE	3.74
01 1100 211 2 001 1174		LTD-AUG 25- 0001	LTD INSURANCE	22.03
01 1100 211 2 002 1174		LTD-AUG 25- 0001	LTD INSURANCE	13.61
01 1100 211 2 001 1176		LTD-AUG 25- 0001	LTD INSURANCE	36.28
01 1100 211 2 002 1168		LTD-AUG 25- 0001	LTD INSURANCE	33.55
01 1100 281 1 004 1169		LTD-AUG 25- 0001	LTD INSURANCE	8.61
01 1100 211 1 006 1169		LTD-AUG 25- 0001	LTD INSURANCE	8.61
01 1100 211 2 001 1169		LTD-AUG 25- 0001	LTD INSURANCE	16.41
01 1100 211 2 002 1169		LTD-AUG 25- 0001	LTD INSURANCE	15.09
01 1100 211 2 001 1170		LTD-AUG 25- 0001	LTD INSURANCE	41.38
01 1160 211 1 004		LTD-AUG 25- 0001	LTD INSURANCE	8.22
01 1160 211 1 006		LTD-AUG 25- 0001	LTD INSURANCE	3.08
01 1100 211 1 003 1168		LTD-AUG 25- 0001	LTD INSURANCE	13.66
01 1100 211 1 004 1168		LTD-AUG 25- 0001	LTD INSURANCE	8.70
01 1100 211 1 006 1168		LTD-AUG 25- 0001	LTD INSURANCE	8.70
01 1100 211 2 001 1168		LTD-AUG 25- 0001	LTD INSURANCE	49.68
01 1100 211 2 001 1130		LTD-AUG 25- 0001	LTD INSURANCE	67.52
01 1100 211 2 001 1140		LTD-AUG 25- 0001	LTD INSURANCE	114.38
01 1150 211 1 004		LTD-AUG 25- 0001	LTD INSURANCE	8.22

Check #	Vendor Name	Amount		Amount
Account Number	Invoice	Description		Amount
01 1100 211 2 001 1153	LTD-AUG 25- 0001	LTD INSURANCE		72.60
01 1100 211 2 001 1155	LTD-AUG 25- 0001	LTD INSURANCE		20.05
01 1160 211 1 003	LTD-AUG 25- 0001	LTD INSURANCE		46.02
01 1100 211 2 002 1106	LTD-AUG 25- 0001	LTD INSURANCE		149.29
01 1100 211 2 002 1107	LTD-AUG 25- 0001	LTD INSURANCE		116.76
01 1100 211 2 002 1108	LTD-AUG 25- 0001	LTD INSURANCE		136.28
01 1100 211 2 001 1110	LTD-AUG 25- 0001	LTD INSURANCE		84.26
01 1100 211 2 001 1114	LTD-AUG 25- 0001	LTD INSURANCE		5.34
01 1100 211 2 001 1124	LTD-AUG 25- 0001	LTD INSURANCE		58.33
01 1100 211 1 003 1103	LTD-AUG 25- 0001	LTD INSURANCE		32.87
01 1100 211 1 006 1103	LTD-AUG 25- 0001	LTD INSURANCE		79.30
01 1100 211 1 003 1104	LTD-AUG 25- 0001	LTD INSURANCE		13.96
01 1100 211 1 006 1104	LTD-AUG 25- 0001	LTD INSURANCE		79.23
01 1100 211 1 003 1105	LTD-AUG 25- 0001	LTD INSURANCE		29.53
01 1100 211 1 006 1105	LTD-AUG 25- 0001	LTD INSURANCE		77.20
01 6408 211 2 000	LTD-AUG 25- 0001	LTD INSURANCE		35.52
01 1100 211 1 003 1100	LTD-AUG 25- 0001	LTD INSURANCE		28.61
01 1100 211 1 004 1100	LTD-AUG 25- 0001	LTD INSURANCE		75.94
01 1100 211 1 003 1101	LTD-AUG 25- 0001	LTD INSURANCE		53.17
01 1100 211 1 004 1101	LTD-AUG 25- 0001	LTD INSURANCE		68.61
01 1100 211 1 003 1102	LTD-AUG 25- 0001	LTD INSURANCE		28.61
01 1100 211 1 004 1102	LTD-AUG 25- 0001	LTD INSURANCE		78.01
			Vendor Total:	3,789.12
73420 MCGRAW HILL			98.15	
01 1200 610 1 006 1221	137143357001	Decoding Strategies Workbook		98.15
			Vendor Total:	98.15
73421 MENARDS LINCOLN-NORTH			23.27	
01 2620 610 2 001	22922.	SUPPLIES		23.27
			Vendor Total:	23.27
73422 NCS PEARSON ASSESMENTS			272.42	
01 6408 610 1 000	29021395	DAYC-2 COGNITIVE DOMAIN RECORD FORMS QTY		53.00
01 6408 610 1 000	29021395	DAYC-2 ADAPTIVE BEHAVIOR DOMAIN RECORD F		49.00
01 6408 610 1 000	29021395	DAYC-2 SOCIAL-EMOTIONAL DOMAIN RECORD FO		49.00
01 6408 610 1 000	29021395	DAYC-2 PHYSICAL DOMAIN RECORD FORMS QTY		53.00

Check #	Vendor Name	Amount		Amount
Account Number	Invoice	Description		Amount
01 6408 610 1 000	29021395	DAYC-2 COMMUNICATION DOMAIN RECORD FORMS		53.00
01 6408 610 1 000	29021395	S/H		15.42
	73423 NCSA		435.00	
				Vendor Total: 272.42
01 2410 320 2 001	MCMILLAN - 25/26	NCSA Dues for McMillan		435.00
	73423 NCSA		435.00	
01 2410 320 2 001	SHEPARD - 25/26	NCSA Dues for Shepard		435.00
	73423 NCSA		335.00	
01 2410 320 2 001	SMITH - 25/26	NCSA Dues for Smith		335.00
				Vendor Total: 1,205.00
	73424 NE SCHOOL TRANSPORTATION ASSOCIATION		300.00	
01 2710 330 0 000	0009	NSTA SUMMER CONF 2025		300.00
				Vendor Total: 300.00
	73429 O'REILLY AUTOMOTIVE STORES INC		176.50	
01 2710 610 0 000	5824-376537	GAS MAGNUM65		176.50
	73429 O'REILLY AUTOMOTIVE STORES INC		161.10	
01 2710 610 0 000	5824-377425	MICRO-V BELTS		161.10
	73429 O'REILLY AUTOMOTIVE STORES INC		50.60	
01 2712 610 0 000	5824-377561	BRAKE PADS CAR 35		50.60
	73429 O'REILLY AUTOMOTIVE STORES INC		184.36	
01 2710 610 0 000	5824-377569	FLEETRUNNERS		184.36
	73429 O'REILLY AUTOMOTIVE STORES INC		386.96	
01 2710 610 0 000	5824-377744	FILTERS		386.96
	73429 O'REILLY AUTOMOTIVE STORES INC		136.63	
01 2710 610 0 000	5824-379367	FILTERS		136.63
	73429 O'REILLY AUTOMOTIVE STORES INC		12.98	
01 2620 610 2 001	5824-379909	PARTS FOR GYM HOOP MOTOR		12.98
				Vendor Total: 1,109.13
	73425 OCCUPATIONAL HEALTH CENTERS OF NEBRASKA		123.00	
01 2710 340 0 000	257797919	DOT PHYSICAL - FRY		123.00
				Vendor Total: 123.00
	73426 OMAHA PUBLIC POWER DISTRICT		6,749.79	
01 2610 621 1 003	8764000061-0725	SVS 6/20/25-7/22/25		6,749.79
				Vendor Total: 6,749.79
	73427 OMAHA WORLD HERALD		265.75	
01 2310 540 0 000	438127-01	BUDGET AMENDMENT NOTICE		265.75
				Vendor Total: 265.75
	73428 ONE CALL CONCEPTS INC		9.84	
01 2230 340 0 000	5060634	JUNE LOCATES (12)		9.84
				Vendor Total: 9.84
	73430 PARAMOUNT SUPPLY COMPANY		4.36	
01 2620 610 0 000	YQM040	SUPPLIES		4.36
	73430 PARAMOUNT SUPPLY COMPANY		(4.36)	
01 2620 610 0 000	YQTL27	SUPPLIES		(4.36)
	73430 PARAMOUNT SUPPLY COMPANY		7.64	
01 2620 610 2 001	YZBH38	PVC CAPS		7.64

Check #	Vendor Name	Amount			
Account Number	Invoice	Description	Amount		
	73431 PERRY GUTHERY HAASE & GESSFORD	3,204.00			
01 2330 317 0 000	435	SVS 5/28/25-6/19/25	3,204.00		
				Vendor Total:	7.64
	73432 POMP'S TIRE SERVICE INC	2,286.00			
01 2710 610 0 000	1430122058	2 TIRES EACH - BUS 10, 1, 11	2,286.00		
				Vendor Total:	3,204.00
	73433 POWERSCHOOL GROUP LLC	10,893.98			
01 1100 735 2 001	INV454357	NAVIANCE 8/7/25-8/6/26	6,092.25		
1111					
01 1100 735 2 002	INV454357	NAVIANCE 8/7/25-8/6/26	4,801.73		
1111					
				Vendor Total:	2,286.00
	73434 PRESTO X COMPANY	1,185.60			
01 2620 431 1 003	574893C	PEST CONTROL SVS 6/18/25	75.21		
01 2620 431 2 001	574893C	PEST CONTROL SVS 6/18/25	317.48		
01 2620 431 2 002	574893C	PEST CONTROL SVS 6/18/25	238.90		
01 2620 431 1 004	574893C	PEST CONTROL SVS 6/18/25	232.17		
01 2620 431 1 006	574893C	PEST CONTROL SVS 6/18/25	229.19		
01 2620 431 0 000	574893C	PEST CONTROL SVS 6/18/25	92.65		
				Vendor Total:	10,893.98
	73435 QUADIENT LEASING USA, INC	655.41			
01 2510 531 0 000	Q1926263	COPIER LEASE PMT 8/3/25-11/2/25	655.41		
				Vendor Total:	655.41
	73436 QUIK DUMP REFUSE	1,209.60			
01 2620 431 1 004	125177	TRASH SVS JULY 25	280.80		
01 2620 431 1 006	125177	TRASH SVS JULY 25	280.80		
01 2620 431 2 002	125177	TRASH SVS JULY 25	367.20		
01 2620 431 2 001	125177	TRASH SVS JULY 25	280.80		
				Vendor Total:	1,209.60
	73437 ROMANS, WIEMER & ASSOCIATES, PC	225.00			
01 2310 310 0 000	5006-0725	AMEND AFR FYE 8/31/24	225.00		
				Vendor Total:	225.00
	73438 RUHTER-ENGELHARDT, JACKIE	33.13			
01 2620 610 2 002	REIMB 080525 PAINT		33.13		
				Vendor Total:	33.13
	73439 RUTT'S MECHANICAL SERVICES INC	7,808.33			
01 2620 431 1 003	8681	SVS AGREEMENT JULY 25	1,561.66		
01 2620 431 1 004	8681	SVS AGREEMENT JULY 25	1,561.66		
01 2620 431 1 006	8681	SVS AGREEMENT JULY 25	1,561.67		
01 2620 431 2 002	8681	SVS AGREEMENT JULY 25	1,561.67		
01 2620 431 2 001	8681	SVS AGREEMENT JULY 25	1,561.67		
	73439 RUTT'S MECHANICAL SERVICES INC	7,808.33			
01 2620 431 1 003	8938	SVS AGREEMENT AUG 25	1,561.66		
01 2620 431 1 004	8938	SVS AGREEMENT AUG 25	1,561.66		
01 2620 431 1 006	8938	SVS AGREEMENT AUG 25	1,561.67		
01 2620 431 2 002	8938	SVS AGREEMENT AUG 25	1,561.67		
01 2620 431 2 001	8938	SVS AGREEMENT AUG 25	1,561.67		
				Vendor Total:	15,616.66
	73440 SCHOOL DATEBOOKS INC	958.66			
01 1100 610 2 002	S25-0314647	Student Planners	877.50		
1111					

Check #	Vendor Name	Amount	
Account Number	Invoice	Description	Amount
01 1100 610 2 002 1111	S25-0314647	Discount	(43.88)
01 1100 610 2 002 1111	S25-0314647	Shipping	125.04
Vendor Total:			958.66
73457 SCHOOL DISTRICT 145 DEPRECIATION FUND		1,000,000.00	
01 2710 732 0 000	24/25	24/25 DEPRECIATION TRANSFER DEPRECIATION	135,000.00
01 1100 733 2 001 1111	24/25	24/25 DEPRECIATION TRANSFER DEPRECIATION	100,000.00
01 1100 733 2 002 1111	24/25	24/25 DEPRECIATION TRANSFER DEPRECIATION	100,000.00
01 1100 733 1 006 1111	24/25	24/25 DEPRECIATION TRANSFER DEPRECIATION	100,000.00
01 1100 733 1 004 1111	24/25	24/25 DEPRECIATION TRANSFER DEPRECIATION	100,000.00
01 1100 733 1 003 1111	24/25	24/25 DEPRECIATION TRANSFER DEPRECIATION	100,000.00
01 2212 640 0 000	24/25	24/25 DEPRECIATION TRANSFER DEPRECIATION	100,000.00
01 1100 610 2 001 1194	24/25	24/25 DEPRECIATION TRANSFER DEPRECIATION - UNIFORMS	50,000.00
01 2620 610 0 000	24/25	24/25 DEPRECIATION TRANSFER DEPRECIATION	215,000.00
Vendor Total:			1,000,000.00
73458 SCHOOL DISTRICT 145 LUNCH		100,000.00	
01 8000 912 0 000	24/25	24/25 TRANSFER TO HOT LUNCH TRANSFER	100,000.00
Vendor Total:			100,000.00
73441 SCHOOL DISTRICT 145-PAYROLL		767.22	
01 2230 284 0 000	JAN-AUG 25 - HSA JAN-AUG 25 COSTELLO 2		767.22
Vendor Total:			767.22
73442 SCHROEDER, BECKY		110.46	
01 6408 333 0 000	5/27/25-6/26/25	MILEAGE 5/27/25-6/26/25	110.46
73442 SCHROEDER, BECKY		74.20	
01 6408 333 0 000	7/1/25-7/17/25	MILEAGE 7/1/25-7/17/25	74.20
Vendor Total:			184.66
73443 SEESAW LEARNING INC		2,850.00	
01 2212 640 0 000	2025-12950	SEESAW FOR SCHOOLS 7/1/25-6/30/26	2,850.00
Vendor Total:			2,850.00
73444 SMALL ENGINE SPECIALISTS INC		2,525.60	
01 2630 739 0 000	446532	LAWN EDGER	2,525.60
73444 SMALL ENGINE SPECIALISTS INC		0.08	
01 2630 610 2 001	446545	BLADE EXCHANGE	0.08
Vendor Total:			2,525.68
73445 SUMMIT FIRE PROTECTION		6,013.85	
01 2620 431 1 003	3384039	FIRE EXTINGUISHER ANNUAL INSPECTIONS	1,202.77
01 2620 431 1 004	3384039	FIRE EXTINGUISHER ANNUAL INSPECTIONS	1,202.77
01 2620 431 1 006	3384039	FIRE EXTINGUISHER ANNUAL INSPECTIONS	1,202.77
01 2620 431 2 002	3384039	FIRE EXTINGUISHER ANNUAL	1,202.77

Check #	Vendor Name	Amount		Amount
Account Number	Invoice	Description		Amount
01 2620 431 2 001	3384039	INSPECTIONS FIRE EXTINGUISHER ANNUAL INSPECTIONS		1,202.77
			Vendor Total:	6,013.85
	73446 SUPREME SCHOOL SUPPLY CO.			129.15
01 1100 640 2 001	191455	Make Up Report & Admit To Class NCR (714		119.00
1111				
01 1100 640 2 001	191455	S/H		10.15
1111				
			Vendor Total:	129.15
	73447 TAYLOR MUSIC, INC			3,199.00
01 1100 610 2 002	2174234-IN	Selmer Signet 156A Bari Saxophone w/MTS		3,199.00
1194				
			Vendor Total:	3,199.00
	73448 TJ CABLE & UNDERGROUND SVS, LLC			1,000.00
01 2230 340 0 000	6361	JUNE LOCATES (20)		1,000.00
			Vendor Total:	1,000.00
	73449 TYLER TECHNOLOGIES INC			12,846.29
01 2710 735 0 000	045-529699	TYLER DRIVE/TRAVERSA RIDE 9/1/25-8/31/26		12,846.29
			Vendor Total:	12,846.29
	73450 UNITE PRIVATE NETWORKS LLC			987.31
01 1100 735 1 003	SI-25-029374	ETHERNET SVS 7/1/25-7/31/25		197.47
1111				
01 1100 735 1 004	SI-25-029374	ETHERNET SVS 7/1/25-7/31/25		197.46
1111				
01 1100 735 1 006	SI-25-029374	ETHERNET SVS 7/1/25-7/31/25		197.46
1111				
01 1100 735 2 002	SI-25-029374	ETHERNET SVS 7/1/25-7/31/25		197.46
1111				
01 1100 735 2 001	SI-25-029374	ETHERNET SVS 7/1/25-7/31/25		197.46
1111				
			Vendor Total:	987.31
	73451 VILLAGE OF EAGLE			129.03
01 2610 410 1 003	0990011385- 0725	SVS 6/12/25-7/11/25		129.03
			Vendor Total:	129.03
	73452 VOICE NEWS			13.48
01 2310 540 0 000	38005848	ADV		13.48
	73452 VOICE NEWS			462.50
01 2310 540 0 000	38005939	ADV		462.50
			Vendor Total:	475.98
	73453 WAVERLY COMMUNITY CHAMBER OF COMMERCE			25.00
01 2310 810 0 000	5	MEMBERSHIP DUES 25-26		25.00
			Vendor Total:	25.00
	73454 WENGER CORPORATION			312.70
01 1100 733 1 003	895143	Preface Music Stand		265.00
1111				
01 1100 733 1 003	895143	Freight		47.70
1111				
			Vendor Total:	312.70
	73455 WOLFE ACE HARDWARE			3.20
01 2620 610 2 001	438403	SUPPLIES		3.20
			Vendor Total:	3.20
	73456 WOODRIVER ENERGY LLC			3,557.79

<u>Check #</u>	<u>Vendor Name</u>		<u>Amount</u>	
<u>Account Number</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
01 2610 621 1 003	456444	SVS 5/21/25-6/19/25	676.87	
01 2610 621 1 004	456444	SVS 5/21/25-6/19/25	62.81	
01 2610 621 2 001	456444	SVS 5/21/25-6/19/25	1,925.32	
01 2610 621 0 000	456444	SVS 5/21/25-6/19/25	50.17	
01 2610 621 1 006	456444	SVS 5/21/25-6/19/25	842.62	
		Vendor Total:	3,557.79	
		Fund Total:	1,676,748.92	
		Checking Account Total:	1,676,748.92	
		Windstream:	404.27	
		American Express:	3,322.23	
		Tractor Supply:	420.71	
		Payroll:	1,576,227.44	
		Total:	\$3,257,123.57	

Batch Description: 8/5/25 QCPUF INVOICES		Processing Month: 08/2025	Credit Card Vendor ID:	End of Fiscal Year Expense Invoices:
Vendor ID: COMMUN1	COMMUNITY BUILDING SOLUTIONS LLC	PO Number:	Invoice Number: PMT APPL 4	Amount: 1,263,536.00
Description: HVAC & LIGHTING PROJECTS		Invoice Date: 07/28/2025	Due Date: 08/05/2025	Status: PP 1099 Amount: 1,263,536.00
Sequence: 1	Check Type: Check	Checking Account ID: 9	Check Number: 1506	Check Date: 08/05/2025
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
09 4700 340 0 000	HVAC & LIGHTING PROJECTS		1,263,536.00	1,263,536.00 N
Vendor ID: NEMAHA2	NEMAHA LANDSCAPE	PO Number:	Invoice Number: PG PMT APPL 4	Amount: 243,200.00
Description: PLAYGROUND PROJECT		Invoice Date: 07/31/2025	Due Date: 08/05/2025	Status: PP 1099 Amount: 0.00
Sequence: 1	Check Type: Check	Checking Account ID: 9	Check Number: 1507	Check Date: 08/05/2025
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
09 4500 450 0 000	PLAYGROUND PROJECT		243,200.00	N
Batch 1099 Total:			1,263,536.00	Batch Total: 1,506,736.00
Report 1099 Total:			1,263,536.00	Report Total: 1,506,736.00

<u>Check #</u>	<u>Vendor Name</u>		<u>Amount</u>		
<u>Account Number</u>	<u>Invoice</u>	<u>Description</u>		<u>Amount</u>	
Checking	8				
Checking	8	Fund: 08	SPECIAL BUILDING FUND		
	2971	ACTION PLUMBING, HEATING & AIR	CONDITIONING INC	1,705.89	
08 4700 720 0 000	F-32048	RECIRCULATION PUMP FOR WIS		1,705.89	
	2971	ACTION PLUMBING, HEATING & AIR	CONDITIONING INC	2,895.00	
08 4700 720 0 000	F-32199	PUMP REPLACED IN BOILER RM	- WIS	2,895.00	
					Vendor Total:
	2972	MCKINNIS INC		405.08	4,600.89
08 4700 720 0 000	48061	ROOF REPAIR - HS		405.08	
	2972	MCKINNIS INC		859.88	
08 4700 720 0 000	48107	ROOF REPAIR - HAMLOW		859.88	
					Vendor Total:
	2973	RUTT'S MECHANICAL SERVICES INC		34,624.00	1,264.96
08 4700 720 0 000	8850	CU1, 2, 3 COMPRESSORS &	CONTACTORS - HS	34,624.00	
	2973	RUTT'S MECHANICAL SERVICES INC		1,544.25	
08 4700 720 0 000	8920	REPLACE WATER ACTUATOR -	EAGLE	1,544.25	
	2973	RUTT'S MECHANICAL SERVICES INC		300.00	
08 4700 720 0 000	8921	ERV1 - CONDENSATE INSSUES -	HS	300.00	
					Vendor Total:
					36,468.25
					Fund Total:
					42,334.10
					Checking Account Total:
					42,334.10

## CONTRACT OF EMPLOYMENT WITH NON-CERTIFIED DIRECTOR

2025-2026

THIS CONTRACT is made by and between the Board of Education of the Waverly School District 145, hereinafter referred to as "the Board," and Alan Tosi, hereinafter referred to as "the Director." This contract shall supersede any prior employment agreements between the Parties.

1. **Term of Contract.** This Contract is for a term of one (1) year beginning on the 15th day of July 2025, and expiring on the 30th day of June, 2026.

2. **Salary.** The annual salary for the 2025-2026 contract year shall be: One hundred thirty thousand dollars \$130,000. Said annual salary shall be paid in equal installments in accordance with the policy of the Board governing payment of certificated employees of the district.

If the Director is elected to any other office or offices of the Board of Education or in connection with the District, the Director shall perform the duties of such other office or offices without remuneration other than that as provided in this Contract.

This Contract shall conform to the regulations governing deductions with reference to Withholding Tax, Social Security and School Employees' Retirement Act. Other deductions may be withheld as agreed to by the parties to this contract.

3. **Benefits.** As further consideration for the services to be performed by the Director, it is agreed as follows:

A. **Leave Benefits.** Paid leave is available to the Director when the following specific conditions are met: (1) the Director is currently employed by the district and (2) the paid leave day is taken on a day Director would otherwise be expected to be at work.

1. **Vacation.** The Director shall be allowed twenty 20 working days of paid time off during each contract year to be used in a manner and at times selected by the Director; provided that such leave shall not be taken such as to interfere with the Director's attendance at regularly scheduled Board meetings or at times when the Director's duties require the Director's attendance at school (e.g., beginning and end periods of the school year).

2. **Sick Leave.** The Director will be granted twelve 12 days each contract year for sick leave. Sick leave may only be used when the Director or a member of the Director's immediate family is sick or attending a medical appointment.

3. **Carry-over and Accumulation of Sick and Vacation Leave.** Sick Leave may carry over from year to year but will not exceed sixty 60 days. Vacation Leave does not accrue.

4. **Holidays.** For the purpose of this section, the term "working days" shall not include any Saturday, Sunday or the following legal Holiday's, Labor Day, Thanksgiving, Christmas Day, New Years Day, Good Friday, Memorial Day, Independence Day (July 4) and one additional day to be used at Thanksgiving or Christmas. It is understood, however, that there may be times when the Director's duties require that the Director work on such days.

5. **Bereavement Leave.** The Director will be allowed three (3) Bereavement leave days.

B. **Health and Dental Insurance.** The district will pay the Director's cost of health and dental insurance for the Director, the Director's spouse and children (if applicable), through the district's group insurance plan.

C. **Life Insurance.** The district will be provided basic term life insurance with a death benefit of at least \$50,000.

D. **Transportation Expenses.** The reasonable and necessary expenses of transportation required in the performance of the Director's official duties shall be reimbursed at the rate set annually by the Board for District travel.

E. **Indemnification.** The District shall, to the extent permitted by law, defend, hold harmless, and indemnify the Director from any and all demands, claims, suits, actions, and legal proceedings brought against the Director in the Director's individual capacity or the Director's official capacity as an agent or employee of the District, provided that the incident arose while the Director was acting (or, in good faith, reasonably believed that the Director was acting) within the scope of the Director's employment with the District.

F. Other Benefits. The Director may, in the Board's discretion, be provided such other benefits as the Board deems appropriate.

4. Duties. The Director is employed as a Non-Certified Director for the District. The Director shall perform the duties of such position as are regularly and customarily expected for such position and such duties and responsibilities as are set forth in Board Policy and/or the Job Description for such position. The Director shall be subject to such other duties as the Superintendent and/or Board may assign from time to time without additional compensation. The Director agrees to devote full time to the assigned duties and shall not accept any outside employment without the prior written permission of the Superintendent.

In performing the assigned duties, the Director shall be governed by the policies, regulations and directions of the Board of Education. The Director shall in all respects diligently and faithfully perform the assigned duties to the best of the Director's professional ability. Regular, dependable, in-person attendance is an essential function of the Director's position.


5. Contract Cancellation. This Contract creates an "at-will" employment relationship and may be terminated at any time by the Director or Superintendent of Schools. This Contract does not create any property right or interest to the benefit of either Party.

6. Representations and Legal Requirements. The Director warrants and represents as follows: (1) all information set forth in the Director's application for employment and other information provided by the Director in seeking employment are true and accurate, and if said information ceases to be true, Director will advise the Superintendent immediately; and (2) Director has never been convicted or plead no contest or otherwise been adjudicated as having committed a felony, any other offense involving moral turpitude or any other offense involving abuse, neglect, or sexual misconduct as defined in Sections 003.12 through 003.14 of 92 NAC 21.

7. Governing Laws. The parties shall be governed by all applicable Nebraska and federal laws, rules, and regulations in performance of their respective duties and obligations under this Contract.

8. Amendments & Severability. This Contract may be modified or amended only by a writing duly authorized and executed by the Director and the Board. If any portion of this Contract shall be declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions of this Contract.

The failure to return a signed copy of this Contract to the President or Secretary of the Board of Education of the District on or before April 15th, 2025 shall constitute a rejection by the Director of the offer of employment. It is agreed that the Contract may be signed by the Director prior to Board approval of the Contract.

Executed this <u>15</u> day of <u>JULY</u> , 2025.  _____ Director	Executed this ___ day of _____, 2025.  Board of Education of Waverly School District 145  By: _____ President  Attest: _____ Secretary
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# Out of State Student Trip Request

In accordance with Board Policy #6645 students traveling out of state for school sponsor events must be approved by the Board of Education. Prior to receiving approval to attend a camp, clinic, or national conference, please complete and submit the following information to the Activities Director.

**Sport/Organization:** Waverly High School Yearbook/Journalism

**Location Desired:** Nashville, TN

**Date(s) Attending:** November 13-16

## **Purpose of attending Event:**

The current District 145 CTE strategic goal is: *By 2027, District 145 will implement and sustain comprehensive programs and initiatives to equip students with the necessary skills, knowledge, and experiences to thrive in post-secondary education and pursue successful careers.* Our journalism program is on track to become a showcase program for meeting this goal. Throughout the last few years, we have built a communication arts pathway in which students have been able to explore future opportunities in media careers. In the last 3 years, while building these programs, several students have left high school confidently pursuing media and journalism careers after high school, because of the opportunities given to them here.

At the NSAA State Journalism Contest, Waverly students have successfully placed in the top 8 in a variety of events every year for the past several years. This summer, Waverly Yearbook received honors for “best design” at the Nebraska High School Press Association Summer Journalism Camp at UNL. Our students are eager to learn and eager to compete. Although Nebraska has some opportunities for students to explore journalism careers and compete, the Journalism Education Association National Convention will expose students to abundantly more opportunities, as well as the opportunity to compete at the National Level.

The convention offers hundreds of instructional sessions lead by professionals in the field, college professors, national journalism teachers, as well as, keynote speakers from national newsmakers, dozens of media critiques, JEA’s popular on-site media contests, and the announcement of NSPA national winners for Pacemaker Awards and Individual Awards. NSPA also offers a convention Best of Show competition that celebrates current student media work. Waverly students will also be given the opportunity for a live publication critique, receiving feedback on our yearbook from nationally renowned judges to bring back and improve our publication.

Connecting with the attendees, will be dozens of sponsoring vendors at an exhibit area in the primary gathering space. Sponsors include companies with products and services for student media, collegiate journalism programs with opportunities for students, and organizations seeking to connect with the scholastic journalism community.

As our media program continues to grow, and as careers in design, media, and mass communication begin to grow, our students deserve the opportunity to see all that is available to them. Through the convention, students will have the opportunity to make contact with nationally-renowned professionals in the field, colleges all over the country, as well as to compete in journalism contests with students all over the country and be exposed to other high school journalism programs nationally.

- [Convention Website](#)
- [Example Speakers from previous convention](#)
- [Example Keynote Speaker](#)

- [National Contests](#)
- [Example Critiques](#)
- [Example Etc. Opportunities for students](#)

### **Transportation Plan:**

- Kris Henry of Walsworth Publishing (our yearbook company) has offered to help fund a charter bus for any Nebraska schools who would like to attend the convention. I have attached a more detailed plan, but essentially, we would leave from Omaha Marian High School early Thursday morning, and return Sunday evening (students would miss two days of class). Once we have a better idea of the students attending, we can come up with a plan for getting to Omaha.

### **Cost of Trip:**

#### ***School District #145:***

- o Waverly Yearbook Activity Account:
- o \$135 Convention Registration (discounted because of Mrs. Flink's membership)
- o \$265 Hotel Room (3 nights, quad occupancy rate + taxes)
- o \$20 each – National Student Media Contest Fee
  - \$420 per student x approximately 8-10 students= \$3360-\$4,470
- o Adviser Room (if shared with another teacher) \$420
- o Adviser Registration: \$135
- o Adviser Transportation: \$150?
  - \$705 for adviser

**TOTAL=\$4,065-\$5,175**

#### ***Individual Student:***

- o \$100-\$150 per student for transportation (will be finalized when the bus is finalized)

### **How will the trip be financed?**

- This year, Mrs. Flink and the WHS administration sought out a competitive bid between yearbook companies, which ended in getting a much more competitive price for our base yearbook cost. We will earn a profit of around \$10,500 this year and for at least the next 3 years. This being said, the trip will be mostly paid for by the money earned by students building and selling a yearbook and other journalism fundraisers we have done. I want to keep cost per student to a minimum, as our students are involved in many activities. The numbers given above are based on a estimate of student interest in attending the trip, by an informal gauge of interest asked of WHS yearbook students.

### **Special Requests to be provided by District #145:**

See detailed trip information in sample parent form below:

## **National High School Journalism Convention: NASHVILLE**

Students will miss 2 days of school. This is not a required curricular field trip, it is an enrichment opportunity. There will be no formal fundraising for this trip, our classroom and curricular focus will be on producing the yearbook, social media, and journalism careers.

**Join us in Nashville for the fall  
2025 National High School  
Journalism Convention**

Sponsored by **Journalism Education Association** and  
**National Scholastic Press Association**



**The nation's largest gathering of scholastic journalists,  
advisers and journalism teachers**

Nov. 13-16, 2025



### **JEA/NSPA Fall Convention, Nov. 13-16, 2025**

*National High School Journalism Convention sponsored by the Journalism Education Association and  
the National High School Press Association*

Mrs. Flink cell for emergencies 402-677-4503

**See the convention website for details on speakers, workshop information, and other goodies:**

<https://fall.journalismconvention.org/>

**and follow #nhsjc**

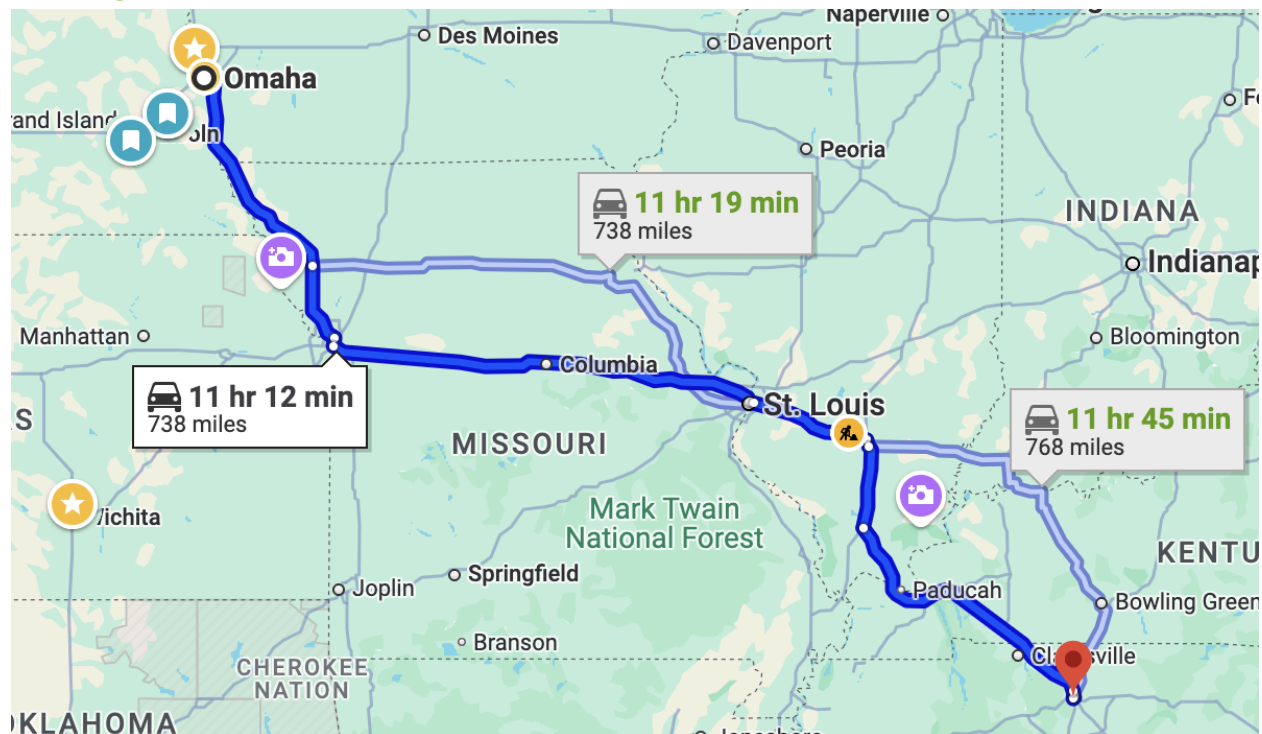
\* Faculty Organizer: Journalism adviser, Mrs. Stephanie Flink, who has attended the convention previously and judging contests at this convention. We will also have Journalism adviser Marsha Kalkowski from Omaha Marian High School, who has attended 25 of these conventions over the last 32 years in places such as Indianapolis, Orlando, San Antonio, Chicago, Seattle, Washington, D.C., Dallas, Phoenix, Anaheim, Nashville (back in 06!), Philadelphia, Boston, Denver and three times in Kansas City. Kris Henry, our Walsworth representative, and journalism advisers from other schools will also be in our group. It can be a priceless learning opportunity. The convention itself is incredibly organized and secure. The NSPA/JEA national staff knows young people and knows how to run a convention correctly. If you have any questions at all, please do

not ever hesitate to ask.

## II. Travel Arrangements

Travel mode is in a chartered bus from Arrow Stagelines. Mrs. Kalkowski and Walsworth will be coordinating a 54-passenger bus with other schools to save money!

Students should be dropped off at Marian early - like tentatively between 3 and 5 a.m. on Thursday, Nov. 13. Waverly Students can coordinate a plan to get to Marian High School at that time, once we confirm students attending. **11 hours and 12 minutes - but we'll have mandatory bus stops and a driver change. so planning on a 12+ hour ride.**



Planning ahead - I'll be asking for a travel entertainment team...some will be quiet sleep time, but here are some other ideas:

[https://www.weareteachers.com/road-trip-games/?utm\\_source=Sailthru&utm\\_medium=email&utm\\_campaign=Faves%7C061325%7CNewsletter&utm\\_term=Faves](https://www.weareteachers.com/road-trip-games/?utm_source=Sailthru&utm_medium=email&utm_campaign=Faves%7C061325%7CNewsletter&utm_term=Faves)

We should arrive in Nashville with time to check in, explore the Opryland Hotel, eat something and get to the convention space by 6 p.m. for vendors and the Keynote speaker by 7 p.m. All day Friday and Saturday will be spent at the Convention Center activities and competition. On Saturday evening, we'll attend an Awards Ceremony, and estimate leaving Nashville by 7 a.m., which would put us home by 8 p.m. Students will call their parents from the road giving a clear timeline for pick up back at Marian.

## III. Lodging and Convention Location

**All formal convention activities are in the Gaylord Opryland Resort & Convention Center**

<https://www.marriott.com/en-us/hotels/bnago-gaylord-opryland-resort-and-convention-center/overview/?scid=f2ae0541-1279-4f24-b197-a979c79310b0>

#### IV. Potential Convention Itinerary - Be patient with details :)

### Thursday, Nov. 13, 2025

- 3-5 a.m. Anticipated departure from Marian.
- 4-6 p.m. Estimated arrival in Nashville  
Explore Opryland, Eat, Check in to hotel.
- 6:00 p.m. Register at convention, visit convention center vendors and exhibits.  
(The vendors often have freebies and fun activities. The sooner you explore, the better chance of getting cool things. A journalism college fair is typically part of this area, too.)
- 7:00 p.m. Meet in the [ballroom] for opening session and keynote (sitting together near front). Mrs. Flink will hold seats with little green slips of paper. Find them and bring pen/paper/notebook/ipads/phones for note-taking, posing questions to the speakers, recording quotables, etc. These opportunities can be life-changing! Be an active and engaged audience. Keynote speaker:
- 9:00 p.m. Snack, network with other schools. Mrs. Flink will be at a reception for advisers.
- 10 p.m. Back to rooms... if not sooner. Hotel has a 10 p.m. quiet time rule.
- 11 p.m. Settling down, chaperone check in. This can always be sooner!
- Midnight Convention Curfew – but you all better be asleep by then – Friday is a big day!

### Friday, Nov. 14, 2025

- 8:00 a.m. Be sure everyone is awake and getting ready Breakfast is on your own (suggest bringing it from home!) Vendor tables open up at 8 a.m. So, come explore if you didn't get enough last night.
- 9 a.m. – 3:30p.m. Breakout student sessions begin: Sessions last for 45 min. Students must attend at least 4 of the 5 sessions and complete a Workshop Session Overview Worksheet for each. The fifth can be a food break – but some students don't want to miss out on a fantastic learning opportunity so they bring something with them to munch on politely in a session. Lunch is on your own (you can even pack something simple like PB&J, to save even more money.)
- 3:30 p.m. We will gather as a group and regroup. This will give us time to touch bases and see how things are going. Location TBD...
- 3:30-4 p.m. Prepare for National Student Media Contests. Mental preparedness time ...
- 4-6 p.m. National Student Media Contests (All Students will be competing in these. You can pick your contest as soon as you pay your deposit. Only one student can be in a given contest. But, there are lots of options: <https://jea.org/contests/#nsmc> Mrs. Flink will be moderating and judging a contest, which keeps her busy until 9:30)
- 6-8:00 p.m. Free Time (for dinner and exploration, definitely want you back in the hotel by 8:00 p.m. or sooner. Stay in a group. We'll have a system for letting Mrs. F know where you'll

- be and when you return.)
- 8-10 p.m. Student Swap Shops for 2 from each publication (Yearbook)
- 8-10 p.m. Student "Entertainment" in the convention hotel.  
May be a dance/movie/games etc. I'll keep you posted!
- 10 p.m. Hotel quiet zone.
- 12 midnight Convention Curfew (but of course Mrs. Flink is happy to tuck you in sooner than this...)

## Saturday, Nov. 15, 2025

- Breakfast on your own (again, it makes sense to pack breakfast bars or pop tarts or something to save money!)
- 8 a.m. – 2:30 p.m. Breakout sessions (all students should attend at least five sessions and complete a Workshop Session Overview Worksheet for each), that gives 2 hours (sessions) of sleep in time, break time, food time.
- Noon – 2:00 Mrs. Flink adviser award luncheon –
- 3:30 -5:00 NSPA Award Ceremony- We'll sit together as a group and be inspired!  
Dinner together! (someone will be in charge of giving us options!)  
other entertainment! (someone will be in charge of giving us options!)
- 10 p.m. Hotel quiet zone. Pack up tonight for easier morning.
- 12 midnight Convention Curfew (but of course Mrs. K is happy to tuck you in way sooner than this...)

## Sunday, Nov. 16, 2025

- 7 a.m. Leave Nashville
- 8:30-10:30 JEA Student Media Contest Awards - but we'll watch online as we travel and celebrate on the bus! We'll have some other Omaha school pick up our awards and get them to us right away!
- 8 p.m. Hopefully home in Omaha.

You will be back in school on Monday morning. No excuses. :)

### V. Extra Packing Suggestions

Pack lightly but smartly. You will carry everything you bring. Bring snacks, drinks and munchies if possible. In the past, some girls have brought pb&j and made their lunches, too. It saves tons of money and helps your wait time, too!

All convention events are casual dress, but remember you are always representing Marian High School and yourself. Stomachs and shoulders should always be covered. Plan to wear your green Marian Journalism sweatshirt to the opening session if possible on Thursday. Jeans or shorts are fine, but I'd prefer something more than just running shorts or the 'boxers' under your uniform skirts. Something a little classier for the Saturday awards ceremony would be nice, too. It doesn't have to be fancy. But, when you get called up on stage in front of 3000+ people, you want to look your best! Coordinate packing with roommates and consider sharing products. Also consider sharing big textbooks or homework necessities. Check the Write Off Contest rules for supplies needed and be sure you or Mrs. K has everything you need. Bring a cell phone and charger, camera and batteries.

### VI. Expectations

Students are expected to follow all Waverly High School rules during the length of this trip, as this is a school-sponsored activity. Students will be sent home at their own expense if they are found drinking, smoking or with drugs of any kind. Students are expected to follow all hotel/convention rules. That includes no opposite-sex hotel room visitations. Students should wear proper attire and convention nametag at all convention functions. Students should travel in groups of at least 2 during all free time activities. Before leaving the hotel/convention center property, students must notify Mrs. Flink of their destination and plans. Students will check in upon return and carry with them the name and address of the hotel at all times. Students will pre-program Mrs. Flink's cell number (402-677-4503) before leaving. Students are expected to compete in the National Write Off Contest on Friday evening to the best of their ability. Students are expected to fully participate in convention functions. The more they put into the experience, the more they'll gain.

## **VII. Permission Forms and Total Convention Costs/Payment Schedule.**

This is a school absence for Thursday and Friday. Students will take the ask all teachers about missing assignments.

Costs

Parent Covers:

\$100+ Transportation per seat fee (2 to a seat) (if we fill the bus!!).

Waverly Yearbook Covers:

\$135 Convention Registration (discounted because of Mrs. Flink's membership)

\$265 Hotel Room (3 nights, quad occupancy rate + taxes)

\$20 each – National Student Media Contest Fee

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\$100+ per student: hopefully we'll know final costs by Sept. 19.

Payment Plan: One check to "Waverly High School" for final price TBD by Sept. 19 or sooner. Early bird pricing ends Oct. 3rd

Other Costs:

Meals - On your own so budget your food allowance. You can make this as inexpensive as your creativity allows.

## **VIII. Other things to bring with you?**

Bus snacks/breakfast snacks to save money!

Meal money, possibly shopping/souvenir money.

Cell phone and charger, please pre-program everyone's number

Supplies needed for write-off contests

Energy, Enthusiasm, Patience

Willingness to meet new people and learn tons

College and career questions – a journalism-related college fair is usually part of the exhibit hall and you will have the chance to meet many journalism professionals...

Formal parent meeting date: TBD

I'm excited. Hope your students are, too!

stephanie.flink@district145.org

THANKS FOR ENTRUSTING YOUR STUDENT TO MY CARE!

Additional Information from the Convention Brochure...

previously provided with permission forms

Write Off Contest Competitors and chosen contests:

<https://jea.org/contests/#nsmc>

Thursday, July 31, 2025

Depreciation transfers for the 24-25 school year.

Transportation Department \$135,000

High School \$100,000 - HVAC and Capital Improvements

Middle School \$100,000 - HVAC and Capital Improvements

Intermediate School \$100,000 - HVAC and Capital Improvements

Hamlow Elementary \$100,000 - HVAC and Capital Improvements

Eagle Elementary \$100,000 - HVAC and Capital Improvements

Curriculum and Learning Materials \$100,000 - Math Curriculum

High School Band Uniforms \$50,000 - Band uniform purchases

Building and Grounds \$215,000 - Vehicle Acquisition, Capital Improvements

Total Transfer for 24-25

**\$1,000,000**

GENERAL FUND TO DEPRECIATION

Thank you,



Mikal Shalikow

Business Manager

School Breakfast Program	2024-2025	Increase	2025-2026
Elementary	\$1.95	\$0.05	\$2.00
Secondary	\$2.05	\$0.05	\$2.10
Adult	\$2.75	\$0.05	\$2.80
School Lunch Program			
Elementary	\$3.05	\$0.05	\$3.10
Secondary	\$3.30	\$0.05	\$3.35
Adult	\$4.60	\$0.05	\$4.65
Milk	\$0.40	\$0.10	\$0.50

**Anti-Bullying Policy**

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

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

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

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

**Legal Reference:** Laws 2008, LB 205  
Student Discipline act, Neb. Rev. Stat. “79-254 to 79-296  
NDE February 2003 State Board Action; Reaffirmed  
December 2006

Policy Adopted: 07/07/08  
Policy Reaffirmed: 08/07/2023  
Policy Reaffirmed: 08/05/2024

SCHOOL DISTRICT 145  
WAVERLY, NEBRASKA

## Appendix“1” to the Student Fees Policy of

## School District 145

## Additional Specification of Required Materials and Fees

(Note) This information is part of the current Student Fees Policy and is intended to provide supplemental information. For additional specifications, please refer to Policy 5033. Generally, dollar amounts are stated in terms of “maximums.”

<b>Elementary Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music—Optional band courses; chorus	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Refundable damage deposit of \$45.00 may be charged for use of school owned instrument. Chorus Shirts \$20.00
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists that may be handed out by the office or individual teachers.
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	Maximum of \$50 per session.

**STUDENTS****Appendix to 5033**

Copies	Use of school copiers in accordance with board policy.	Ten cents (.10) per page when charges apply.
School Meals		Breakfast / Lunch—Based on Board approved rates Prices may vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.  Milk and Crackers (K-2) are subject to approved rates.

Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and athletic socks, running shorts, T-shirt
Art, Family and Consumer Science, shop classes and special projects	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing that may get paint on it or otherwise be damaged; protective clothing for shop classes. Specific project fee not to exceed \$20. Students may elect to exceed the per project fee and will assume all related costs.
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Damage deposit of \$40.00 per semester may be assessed for use of school owned instrument.
School Meals		Breakfast / Lunch—Based on Board approved rates. Prices may vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists that may be handed out by the office or individual teachers.
Summer school courses	Classes offered during the summer, or at night, if any.	Maximum of \$200 per class for WHS and \$50 per WMS session.
Advanced math or science classes	Specialized calculators	Refundable damage deposit of \$25 per semester may be required for students who wish to use school calculators outside the classroom. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers in accordance with board policy.	Ten cents (.10) per page when charges apply.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.

**STUDENTS****Appendix to 5033**

College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the vendors involved.
Locker usage	Use of school padlock	Refundable damage/loss deposit of \$10 per year may be required for students who wish to use a school locker.
Parking	Use of school parking lot during school day	Students will be required to park on school grounds in accordance with school regulations. Parking fines may be issued not to exceed \$25.00 per ticket.
Technology	Use of Chromebooks for instruction.	Each student would pay a \$20.00 optional fee to use a Chromebook during the school year.

Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required																										
<b>Athletic Programs</b>																												
1. Admission	Spectator fees for admission to events	Admission fees are set annually by the Board of Education. Students may purchase an Activity Ticket for the school year. For District and Conference events hosted by the School, fee to be determined by the conference or by NSAA.																										
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.																										
3. Athletic Participation Fee	Fee to participate in athletic programs.	\$25.00 (Starting with the 2024-2025 School Year).																										
4. Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity, which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	<p>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:</p> <table border="1" data-bbox="867 1157 1349 1940"> <tbody> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Bowling</td> <td>Bowling Ball, Shoes, Dress Pants and Dress Socks.</td> </tr> <tr> <td>Tennis</td> <td>Tennis racquet</td> </tr> <tr> <td>Cross County</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>Mouthpiece</td> </tr> <tr> <td>Golf</td> <td>Golf bag &amp; clubs</td> </tr> <tr> <td>Soccer</td> <td>Soccer shin guards</td> </tr> <tr> <td>Softball</td> <td>Softball glove</td> </tr> <tr> <td>Speech/Drama</td> <td>Dress attire; copies of research</td> </tr> <tr> <td>Track</td> <td>No additional</td> </tr> <tr> <td>Volleyball</td> <td>Volleyball knee pads</td> </tr> <tr> <td>Wrestling</td> <td>No additional</td> </tr> <tr> <td>Baseball</td> <td>Baseball glove</td> </tr> </tbody> </table>	Basketball	No additional	Bowling	Bowling Ball, Shoes, Dress Pants and Dress Socks.	Tennis	Tennis racquet	Cross County	No additional	Football	Mouthpiece	Golf	Golf bag & clubs	Soccer	Soccer shin guards	Softball	Softball glove	Speech/Drama	Dress attire; copies of research	Track	No additional	Volleyball	Volleyball knee pads	Wrestling	No additional	Baseball	Baseball glove
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**STUDENTS**

**Appendix to 5033**

		Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; pants; jacket), poms and other Accessories
5. Locker use	Padlock for gym locker	Refundable damage deposit of \$10 per season will be required.	
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
7. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental/damage fee of up to \$50.00.	
<b>Clubs/Organizations</b>			
Future Business Leaders (FBLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Future Farmers (FFA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
National Honor Society	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
VICA Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Spanish / German Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Art Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Student Council	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Science Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Students Against Destructive Decisions (SADD)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Quill and Scroll	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
History Club	State & national dues,	Annual dues not to exceed \$50.00 per club.	

**STUDENTS**

**Appendix to 5033**

	meals and activities	
Drama Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Academic Team (Quiz Bowl)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
International Thespian Society	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
<b>Social &amp; Recognition Activities</b>		
1. School plays, musicals and social activities	Admission to events	Admission fees will be set annually and reflect admission prices for athletic events.
2. School dances	Admission to prom, homecoming, etc.	\$50.00 per event
3. Class dues		None
4. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental or purchase of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities.
5. Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored special trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$3,500 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

Policy Adopted: 06/03/02  
 Policy Revised: 07/07/03  
 Policy Revised: 08/04/03  
 Policy Revised: 07/05/05

**STUDENTS**

Policy Revised: 07/03/06

Policy Revised: 07/06/09

Policy Revised: 07/02/12

Policy Revised: 08/05/19

Policy Revised: 08/10/20

Policy Revised: 09/03/2024

**Appendix to 5033**  
**WAVERLY, NEBRASKA**

**STUDENT FEES POLICY**

The Board of Education of School District 145, Waverly adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

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

(1) Guidelines for non-specialized attire required for specified courses and activities

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

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

- (a) Extracurricular Activities - Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
- (b) Courses
  - (i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, and erasers. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include

refundable damage or loss deposits required for usage of certain District property.

- (ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property, which is placed in the care of and lost by the student.
- (iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of such materials for the project.
- (iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
- (v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages caused with or for failure to comply with school parking rules.

### (3) Extracurricular Activities – Specialized equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.

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

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire.

For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

### (4) Extracurricular Activities–Fees for participation

Any fees for participation in extracurricular activities for the current school year are further specified in Appendix “1.” Admission fees are charged for extracurricular activities and events.

### (5) Postsecondary education costs

Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit the course

shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs

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

(7) Copies of student files or records

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or students who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records.

(8) Participation in before-and-after-school or pre-kindergarten services

Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school

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

(10) Breakfast and lunch programs

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

Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. In order for a fee to be waived the student and or student's parent(s), guardian, or legal representative shall file a fee waiver application with school officials prior to the event, activity, purchase of supplies, materials, attire, or the payment of student fees. The fee waiver application will be reviewed and eligibility will be determined in a timely manner by district administrators.

(12) Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student

handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund

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

Policy Adopted: 06/03/02  
Policy Revised: 07/07/03  
Policy Revised: 08/04/03  
Policy Revised: 07/05/05  
Policy Revised: 07/03/06  
Policy Revised: 07/06/09  
Policy Revised: 07/02/12  
Policy Reviewed: 08/07/2023  
Policy Reaffirmed: 09/03/2024

SCHOOL DISTRICT 145  
WAVERLY, NEBRASKA

InstructionParental/Community Involvement in Schools

District 145-Waverly, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.
2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the child, other students, and the educational staff.
3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.
4. Upon request of a parent, guardian, or educational decisionmaker the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or

standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:
  - Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
  - Mental or psychological problems of the student or the student's family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of other individuals with whom respondents have close family relationships;
  - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
  - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must 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. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to

receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

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

Date of Adoption:      07/10/2025

SCHOOL DISTRICT 145  
WAVERLY, NEBRASKA

### Notice of Nondiscrimination

The [Name] Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (\_\_\_\_) \_\_\_\_-\_\_\_\_ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (\_\_\_\_) \_\_\_\_-\_\_\_\_ ([Email Address]).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

StudentsAssociation Activities

The [Name] Public School District is a member of the Nebraska School Activities Association, which is a voluntary organization of public and private schools of Nebraska organized for the purpose of promoting and regulating the competition between schools in what is generally known as the extracurricular activities.

All students participating in extracurricular activities shall follow the rules provided by the Nebraska School Activities Association and rules of [Name] Public Schools. The Superintendent or designee shall, as required by law, designate each school-sponsored interscholastic athletic team or sport as either: (1) boys; (2) girls; or (3) mixed.

Students who represent [Name] Public Schools in any of its allied or extracurricular activities shall practice a high level of citizenship both in school and in community living.

Legal Reference:     LB 89 (2025)

Date of Adoption:     [Insert Date]

StudentsFoster Care Student Transportation

In accordance with federal and state law, the District's written transportation procedures for foster care children are as follows:

**Students to be Transported**

DHHS will contact the District to inform the District of a foster care student living in the District and/or to be educated by the District. The District will communicate with DHHS on any further matters concerning said foster care student(s).

**School of Origin**

The District will work to develop a transportation plan for each foster care student needing transportation to the student's school of origin, as defined and required by federal law. Each student's situation will be different, so there is no single transportation plan for every foster care student. Transportation options may include: (1) the foster care family; (2) a bus or school vehicle; (3) transportation to a pickup location; or (4) some other form of transportation in accordance with state and federal law. Foster care students on an IEP may require other considerations and/or different transportation obligations.

When required by law, the District will coordinate the foster care student's transportation to the school of origin while any disputes regarding transportation until the disputes are resolved.

**Costs**

If the student can be transported by the District without the District incurring any additional costs, then the District will normally transport the student. However, if the District will need to incur additional costs to transport the student, then DHHS will cover any such additional costs associated with the foster care student's transportation. If the District and DHHS are unable to agree on a transportation plan, the District and DHHS will work together to resolve any differences.

**Oversight, Implementation, and Administration**

The District's Homeless Liaison is responsible for overseeing these procedures, updating them as needed, and otherwise ensuring that the District complies with the transportation requirements for foster care students.

Legal Reference: 20 U.S.C. § 6312.

Date of Adoption: [Insert Date]

## Safe Driving Record Standard for Drivers

Standard for Student Transportation Vehicle Drivers: Each individual, who is required to have a permit to operate a student transportation vehicle for the school district, shall meet all requirements to hold and continue to hold a student transportation operator's permit, including the successful completion of a physical assessment and a Medical Examiner's Certificate.

One of the requirements for obtaining such a permit is that the individual has a record of satisfactory driving as determined by board policy. A satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcohol or drugs, refusal to submit to a chemical test, or willful reckless, within the immediate prior 5 years; or,
3. Reckless driving within the immediate prior 4 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system within the immediate prior 3 years. If the individual has accumulated 3 or 4 points within the immediate prior year, the determination of whether the individual has a satisfactory driving record shall be made by the superintendent or designee based on an investigation and interview with the potential driver to determine the nature and proximity of the offense as it relates to safe transportation.

Drivers who exclusively drive small vehicles for activity trips are not required to obtain a Medical Examiner's Certificate.

Standard for Drivers of Small Vehicles for Activity Trips: Each individual who drives a small vehicle (car, van), other than a student transportation vehicle for school activities and who is not required to have a permit to operate a student transportation vehicle, shall be precluded from driving in the event it is discovered the individual does not have a record of satisfactory driving. A satisfactory driving record is defined as the same criteria as the standard for student transportation vehicle drivers.

Standard for Drivers of Other School Vehicles: Each individual who drives a school vehicle, other than a student transportation vehicle, and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the individual's employment position requires driving vehicles as a function of their employment, the employment may be terminated in the absence of a record of satisfactory driving. The determination of whether the individual has a satisfactory driving record shall be made by the superintendent or designee.

Policy Adopted: 04/06/15  
Policy Reviewed: 04/05/2021

SCHOOL DISTRICT 145  
WAVERLY, NEBRASKA

Transportation – Driver Certification

Administrative Regulation 3106.1

This certification is required for all persons who: (1) drive a school district-owned or leased vehicle or (2) drive students as part of their employment or (3) provide student transportation service which is sponsored or approved by the school district.

Name \_\_\_\_\_ Operator’s License No: \_\_\_\_\_ License Class \_\_\_\_\_

I certify that the following information is true and accurate:

\_\_\_\_\_ I have a current and valid Nebraska motor vehicle license, current proof of insurance, and the physical and mental ability to properly operate a motor vehicle.

\_\_\_\_\_ My driver’s license is subject to the following restrictions (check the applicable restrictions) and I will comply with all such restrictions:

- |                               |                          |                              |
|-------------------------------|--------------------------|------------------------------|
| _____ Corrective Lenses       | _____ Outside Mirrors    | _____ Automatic Signals      |
| _____ Maximum Speed Restraint | _____ Mechanical Aids    | _____ Daylight Only          |
| _____ Restricted Area         | _____ 2 Lane, 2 Way Only | _____ Automatic Transmission |
| _____ No Interstate Driving   | _____ No One-Way Streets | _____ Other: _____           |

\_\_\_\_\_ I will abide by all rules of the road and any applicable rules of the Nebraska Department of Motor Vehicles and the school district, relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. Handheld or wireless devices will not be used while the vehicle is in motion.

\_\_\_\_\_ I have been given instruction on emergency evacuation procedures, first aid, and other instruction applicable to the group of students being transported.

\_\_\_\_\_ I certify that I am of good moral character and I will not engage in conduct or use language inappropriate for students.

\_\_\_\_\_ I certify that I have a satisfactory driving record. I agree to immediately notify my supervisor or the superintendent upon the occurrence of any of the following events:

- Suspension, revocation, withdrawal or expiration of my driver’s license;
- Any ticket or accident while in a school district-owned vehicle or while engaged in school business;
- Any ticket or accident which could result in the suspension, revocation, or withdrawal of my driver’s license while in any vehicle at any time;
- Any circumstance not continuing to be completely accurate or which may indicate that I should not be driving a school vehicle or transporting students.

Driver: \_\_\_\_\_

Date: \_\_\_\_\_

Business OperationsProcurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

**Procurement Policy**

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than \$250,000 (~~small purchase~~ **simplified acquisition** - threshold) per procurement event or in aggregate purchases this organization will follow the informal ~~Small Purchase~~ **simplified acquisition threshold** Procedures.
- When the annual total for food service program related items is greater than \$250,000 (~~small purchase~~ **simplified acquisition** threshold) per year per procurement event or in aggregate purchases this organization will follow the Formal Competitive Solicitation Procedures.

Micro-Purchase Procedures

Micro-Purchases may be used for single purchases under \$10,000 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

~~Small Purchase~~ **Simplified Acquisition Threshold** Procedures

For purchases made below the ~~small purchase~~ **simplified acquisition** - threshold, ~~Small Purchase~~ **simplified acquisition threshold** ~~p~~Procedures will be utilized to purchase necessary goods and services. When ~~Small Purchase~~ **simplified acquisition threshold** ~~p~~Procedures are used, this organization will take the following steps:

1. Contact a reasonable number of qualified vendors.
2. Write specifications for goods and services.
3. Document each vendor's quoted price. (ex. log sheet)
3. Select the company that provides the lowest, most responsive, and responsible bid.
4. Document supplier who was awarded the quote.
5. Manage orders by confirming product and prices match quotes.

Formal Competitive Solicitation Procedures

For purchases made in excess of the ~~small-purchase~~ **simplified acquisition** threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid (“IFB”) or Request for Proposal (“RFP”) document specifically addressing the items to be procured
  - a. Include detailed specifications
  - b. Ensure price will be most heavily weighted
2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
  - a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
  - a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
  - b. Responsible bidders will be those who are capable of performing successfully under the terms and conditions of the contract.
4. Award the contract
  - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
  - b. At least two weeks before program operations begin
  - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the ~~small-purchase~~ **simplified acquisition** threshold established in the sponsor’s procurement policy statement is less than \$150,000, the smaller bid threshold will govern.)

#### Procurement Summary

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. [2 CFR 200.319(a)]
- C. Documentation: We shall maintain for the current year and the preceding three years all significant materials that will serve to document our policies and procedures. [2 CFR 200.318]
- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any

person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)]

- E. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)]
- F. General Requirements:
1. Small, minority, **veteran-owned**, and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
  2. Ensure compliance with the Buy American Provision when purchasing food 7 CFR 210.21(d).
  3. A cost or price analysis in connection with every procurement action in excess of the ~~Small Purchase~~ **simplified acquisition** Threshold including contract modifications. [2 CFR 200.323(a)]
  4. Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]
- G. Duties of Food Service Supervisor:
1. Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting and budgeting.
  2. Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods or services.
  3. Compare product specifications among all vendors/contractors. Information for prices obtained from grocery stores, farmer's markets, etc.
  4. Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
  5. Place and confirm orders with vendors or make plans to purchase the required items.
  6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
  7. To work with vendors on a fair and equal basis.
  8. To conduct an in-house procurement review once per year.

Policy Adopted: 07/10/17  
Policy Revised: 08/05/19  
Policy Reviewed: 04/05/2021

SCHOOL DISTRICT 145  
WAVERLY, NEBRASKA

Business OperationsInternal Controls

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

Generally: If the District receives federal awards, grants, or other funds, the District will:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and maintain these internal controls consistent with the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
- (b) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;
- (c) Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of federal award;
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as “sensitive” or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

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

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two (2) years;
- 3) Implement a Control System procedure;

- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure for the equipment.

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

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

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

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

Cross-Reference: Policies 3130 & 3131.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.  
Legal Reference: 2 C.F.R. § 200.333.

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

Legal Reference: 2 C.F.R. § 200.213.

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

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;

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

Legal Reference: 2 C.F.R. § 200.302.

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

Legal Reference: 2 C.F.R. § 200.307.

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

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

Legal Reference: 2 C.F.R. § 200.306.

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

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

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

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

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

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

Federal Funds for Construction Projects: For all federal awards, the District will comply with all applicable legal requirements, including the Davis-Bacon Act.

Legal Reference: 34 C.F.R. § 75.600, et seq.

Capitalization and Depreciation: The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, District staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

- A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.

D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.

E. When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.

F. If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

G. Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Maintaining Records: Financial records, supporting documents, statistical records, and all other District records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time.

Legal Reference: 2 C.F.R. § 200.334.

Conflict of Interest: Notwithstanding any other Board Policies or Procedures, the District shall ensure that it avoids any conflicts of interest regarding any federal awards. The District will disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.

Legal Reference: 2 C.F.R. § 200.112.

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

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

For any company that submits a bid or proposal for any technology-related product or service, and before entering into any contract with any company for any technology-related product or service, the company must certify that: (1) the company is not a scrutinized company (as defined by law); (2) the company will not subcontract with any scrutinized company for any aspect of performance of the contemplated contract; and (3) any products or services to be provided do not originate with a scrutinized company. The District will not knowingly enter into any contract with any scrutinized company.

Date of Adoption: 08/03/2021

SCHOOL DISTRICT 145  
WAVERLY, NEBRASKA

Policy Revised: 07/05/2022

Policy Revised: 07/01/2024

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

The School District 145-Waverly hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The School District 145-Waverly does not discriminate on the basis of sex, disability, race, (including skin color, hair texture and protective hairstyles), color, religion, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Delanie McMillan, Director of Student Services, 14511 Heywood St., Waverly, NE 68462, (402) 786-2321(delanie.mcmillan@district145.org).

Employees and Others: Cory Worrell, Human Resources Director, (Superintendent) 14511 Heywood St., Waverly, NE 68462, (402) 786-2321(cory.worrell@district145.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

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

The School District 145-Waverly is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, (including skin color, hair texture and protective hairstyles), color, religion, **military or** veteran status, national or

ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

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

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

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

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

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

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

- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

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

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

**2. Anti-retaliation:**

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

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

**3. Grievance (or Complaint) Procedures:**

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

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

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

*i. Level 1 (Investigation and Findings):*

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

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

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

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

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

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

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

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

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

*ii. Level 2 (Appeal to the Superintendent):*

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

*iii. Level 3 (Appeal to the Board):*

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

**4. Confidentiality:**

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

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

**5. Training:**

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

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

**6. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

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

**7. Preventive Measures:**

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

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

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.

Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;

Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)

Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.

Neb. Rev. Stat. § 79-2,115, et seq

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Policy Revised: 08/03/2021

SCHOOL DISTRICT 145  
WAVERLY, NEBRASKA

Personnel - All EmployeesDrug and Substance Use and Abuse

It is the policy of the [Name] Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will ensure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

**Section 1 Drug-Free Workplace**

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.
2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.
3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.

6. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

### **Section 2 Alcohol and Drug Testing**

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act, and all regulations and rules promulgated pursuant to such Acts. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §§701 to 707  
49 U.S.C. §§5331(b) and 31306; 49 CFR Part 382  
49 CFR §382.60 (b) (12)

Policy Revised: 07/05/2021

SCHOOL DISTRICT 145  
WAVERLY, NEBRASKA

Policy Revised: 07/05/2022

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:  
FEDERAL REGULATIONS, [NAME] PUBLIC SCHOOLS' COMPLIANCE POLICIES  
AND PROCEDURES, AND EDUCATIONAL MATERIALS**

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, [Name] Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

**(A) The persons designated by [Name] Public Schools to answer employee questions about these materials are:**

Superintendent of Schools  
Secondary Principal

**(B) The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are:**

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

**(C) The term "safety-sensitive functions" means:**

- (1) All time waiting to be dispatched, unless the driver has been relieved from duty;
- (2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
- (3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
- (4) All time, other than driving time, in or upon any commercial motor vehicle;
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
- (7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

**(D) Employee conduct that is prohibited by the federal controlled substances and alcohol use and testing regulations includes:**

1. **Alcohol concentration.**  
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. **Alcohol possession.**  
No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use.**  
No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use.**  
No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident.**  
No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. **Refusal to submit to a required alcohol or controlled substances test.**  
No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use.**  
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
8. **Controlled substances test.**  
No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

**(E) The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:**

1. **Pre-employment testing.**  
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.
2. **Post-accident testing.**
  - (a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
    - (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or

- (2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.
- (b) (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such cannot reasonably be done, and not more than eight hours following the accident.
- (2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.
- (c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

### 3. **Random testing.**

- (a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.
- (b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.
- (c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.
- (d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

### 4. **Reasonable suspicion testing.**

- (a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).
- (b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:
  - (i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
  - (ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing.**

(a) Alcohol. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) Controlled Substances. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing.**

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

**(F) The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:**

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

**(G) An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.**

**(H) A "refusal to submit" to an alcohol or controlled substance test includes:**

*Refuse to submit* (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

**The consequences for refusing to submit to an alcohol or controlled substances test are as follows:** A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol (concentration of 0.04 or greater) or controlled substances test.

**(I) The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:**

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

- (i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and
- (ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

**(J) The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include:** Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

**(K) Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected:** Information will be made available by the counselor to employees upon request.

**(L) The requirements that the following personal information collected and maintained under this part shall be reported to the Clearinghouse:**

- (i) A verified positive, adulterated, or substituted drug test result;
- (ii) An alcohol confirmation test with a concentration of 0.04 or higher;
- (iii) A refusal to submit to any test required by law;
- (iv) An employer's report of actual knowledge of;
  - (A) On duty alcohol use;
  - (B) Pre-duty alcohol use
  - (C) Alcohol use following an accident
  - (D) Controlled substance use
- (v) A substance abuse professional report of the successful completion of the return-to-duty process
- (vi) A negative return-to-duty tests; and

(vii) An employee's report of completion of follow-up testing.

**Full-Time and Part-Time Enrollment**

Full-Time Enrollment

Students must be enrolled in School District 145 schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the district system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from Waverly High School or other school districts participating in programs offered by the district pursuant to an inter-local agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to state statute not to meet accreditation or approval requirements. Such students are referred to herein as “non-public school students.”

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.

- (2) Enrollment of a non-public school student in School District 145 schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. Non-public school students are not to be given priority over full-time students.
- (3) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (4) Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1<sup>st</sup> or December 1<sup>st</sup> preceding the semester the student wishes to enroll.
  - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the district after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application.
4. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age, not have graduated or have received a GED, or not have been expelled or in the process of being expelled from the last school attended.
2. Admission Process. Students must complete the normal enrollment process and forms required by the district and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Students are required to enroll in at least a minimum of two consecutive middle school or high school periods for coursework during any one semester. Elementary students are required to enroll in programming of 90 consecutive minutes or greater for each instructional day.
2. Capacity Limits. Enrollment will be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes shall not be available for non-public school students. School administrators shall also establish capacity limits for particular courses each semester. Students will not be permitted to enroll in courses beyond the established capacity limits.
3. Students must meet pre-requisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow pre-requisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the district uses for making academic placement decisions.

D. Non-Public School Student Policies

1. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
2. Students must enroll in the attendance center that serves the student's residence; however, school administrators reserve the authority to make a different attendance center assignment.
3. Students accepted for enrollment must attend the entire semester or year for which enrollment is made. Once enrolled, part-time students will be required to participate in all activities, programs, assessments, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students.
4. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the district's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the district's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Students enrolled on a part-time basis are not entitled to transportation.

8. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets requirements of the district's policies for such, including attainment of minimum credits and semesters of attendance.
  
9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. Non-resident students may only be admitted on a part-time basis or permitted to participate in a school-sponsored extracurricular activity when required by law. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. Any student covered by this subsection must enroll in ~~no more and no less than~~ five credit hours through the District in any the semester in which the student participates in an extracurricular activity. There shall be no preference given to any student participating in any the extracurricular activity based on their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Policy Adopted: 07/03/17

Policy Reviewed: 12/05/2022

Policy Revised: 08/05/2024

SCHOOL DISTRICT 145  
WAVERLY, NEBRASKA

**School District 145 Part -  
Time Enrollment**

Complete this Application and submit to building principal or District Office.  
Form must be submitted prior to August 1 or December 1 for student to  
participate the following semester.

Student Name \_\_\_\_\_ DOB \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Address. \_\_\_\_\_

Phone \_\_\_\_\_ Cell. \_\_\_\_\_

School Currently Attending \_\_\_\_\_

Special Needs/Concerns (e.g. health concerns; information is requested for  
accommodation planning purposes): \_\_\_\_\_

Special Education Needs  YES  NO If "yes" please describe below  
\_\_\_\_\_

In which Course(s) or Program(s) does your student seek to enroll?  
*Students are required to enroll at minimum in two consecutive middle school  
or high school periods for coursework during any one semester. Elementary  
students are required to enroll in programming of 90 consecutive minutes or  
greater for each instructional day Board Policy 5005*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

The School District 145-Waverly hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The School District 145-Waverly does not discriminate on the basis of sex, disability, race, (including skin color, hair texture and protective hairstyles), color, religion, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Delanie McMillan, Director of Student Services, 14511 Heywood St., Waverly, NE 68462, (402) 786-2321(delanie.mcmillan@district145.org).

Employees and Others: Cory Worrell, Human Resources Director, (Superintendent) 14511 Heywood St., Waverly, NE 68462, (402) 786-2321(cory.worrell@district145.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

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

The School District 145-Waverly is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

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

to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

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

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

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

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

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

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

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

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

**2. Anti-retaliation:**

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

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

**3. Grievance (or Complaint) Procedures:**

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

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in

the office of each District building, on the District's website, and from the designated coordinators.

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

*i. Level 1 (Investigation and Findings):*

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

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

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

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

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

the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

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

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

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

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

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

*ii. Level 2 (Appeal to the Superintendent):*

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

*iii. Level 3 (Appeal to the Board):*

If the party is not satisfied with the Superintendent’s determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after

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

**4. Confidentiality:**

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

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

**5. Training:**

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

**6. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary),

to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

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

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

#### **7. Preventive Measures:**

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

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

Date of Adoption: 8/6/18  
Policy Revised: 08/03/2020  
Policy Revised: 08/03/2021  
Policy Reviewed: 12/05/2022

SCHOOL DISTRICT 145  
WAVERLY, NEBRASKA

StudentsStudent Discipline

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
    - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
    - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school.

The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
  3. Expulsion:
    - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
    - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the

hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The

student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

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

h.i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
  - b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing may be held, upon a parent's timely request, and a final determination made within ten school days after the initial date of exclusion. Such procedures shall

substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
  2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
  3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
  4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-

- defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
  6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
  7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
  8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
  9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
  10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
  11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
  12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
  13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
- ~~15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.~~
16. Willfully violating the behavioral expectations for riding school buses or vehicles.

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

For purposes of this policy, the term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is ~~dangerous to the health and safety of anyone or~~ **is reasonably forecasted to** interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - a. Clothing that shows an inappropriate amount of bare skin or underwear (~~midriffs, spaghetti straps, sagging pants~~) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
  - b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
  - c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
  - d. Head wear including hats, caps, bandannas, and scarves.
  - e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
  - f. Clothing or jewelry that is gang related.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or an any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. **Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles,**

adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this policy.

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the

- instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
- (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
  - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
  - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
  - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - (ii) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program

without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not

limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
  - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
  - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

E. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school Board on or before August 1 of each year, be annually reviewed in collaboration with the

County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

- 2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296  
 LB-43 (2024) **Neb. Rev. Stat. Section 79-2.160**

Date of Adoption: 08/06/18  
 Policy Revised: 08/05/19  
 Policy Revised: 08/07/2023  
 Policy Revised: 07/01/2024

SCHOOL DISTRICT 145  
 WAVERLY, NEBRASKA

StudentsPromotion and Retention

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

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

Legal Reference: Neb. Rev. Stat. Sec. 79-526 [§79-2,161](#)

Date of Revision: 07/01/2024

SCHOOL DISTRICT 145  
WAVERLY, NEBRASKA

### Illness and Injury

When a student becomes ill or is injured at school, the school district shall attempt to notify the student's parents as soon as possible. An ill or injured child will be turned over to the care of the parents or qualified medical professionals as soon as possible. Annually, parents shall complete a medical emergency authorization form for their child. The authorization form will include the phone numbers of the parents and alternative numbers to call in case of an injury or illness.

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by the Nebraska Department of Health.

The health risk to others in the school district environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district or public health officials. A student with a communicable disease will be admitted to school after confirmation that the student does not pose a substantial risk of harm to other students, employees or others at school.

### Injury and First Aid

All injuries to students should be reported to the nurse or health aide on duty in the health room, a report of the injury will be filled out and filed with the student's school records. Major accidents are reported to the principal, and the parents or guardians of the injured student are called. In cases of emergency, school personnel will call 911.

All athletic injuries will be dealt with by the coach and the assistant coach and/or certified athletic trainer. Reports shall be made to the building as soon as possible.

~~Students shall have the opportunity to participate in the health and accident insurance plan selected by the school district. The cost of the health and accident insurance program shall be borne by the student. Participation in the insurance health and accident plan is not a contract with the school district, but rather, a contract between the insurance company and the student.~~

The board does not assume financial responsibility for accidents or injuries to students engaged in school-related activities.

Policy Adopted: 12/05/16  
Policy Revised: 08/07/2023

SCHOOL DISTRICT 145  
WAVERLY, NEBRASKA

## Students

### Extracurricular Activity

#### **Section 1 Extracurricular Activity Philosophy**

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

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

#### Safety

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

#### Warning for Participants and Parents

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

## Section 2 Extracurricular Activity Code of Conduct

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

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

### Scope of the Code of Conduct.

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

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

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

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under

the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is

not a violation. The term “under the influence” has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

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

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

**Drug and Alcohol Violations.****Meaning of Terms.**

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

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

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

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

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

**Consequences.**

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

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

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

**Drugs and Alcohol.**

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).  
The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.
5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

**Steroid Offenses.** A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

**When Suspensions Begin.** All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions

in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

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

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

**Self-Reporting.** A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

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

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

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.

4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

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

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

- i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
  - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
  - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
  - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### **Section 3      Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

**Section 4 Academic Standards**

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

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing all classes.
3. Maintain an overall “C” average to participate in extracurricular activities, except school dances.
4. Academic requirements do not apply to:
  - (A) Instructional field trips which are a part of the scheduled course learning experience; or
  - (B) Activities or events which are a part of the student’s grade requirements.

Eligibility criteria for part-time students is governed by Policy 5005, NSAA bylaws and state law.

Legal Reference: Neb. Rev. Stat. §§ 79-254 to 79-296

Policy Adopted: 08/05/19  
Policy Revised: 10/02/2023

SCHOOL DISTRICT 145,  
WAVERLY, NEBRASKA

InstructionTitle I Parental and Family Engagement Policy

The written District Parent and Family Engagement Policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.

- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.

- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

- 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.

- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Article 6

**INSTRUCTION**

Policy No. 6410

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

Date of Adoption: 8/6/18

SCHOOL DISTRICT 145  
WAVERLY, NEBRASKA

**Special Events**

Observances of special events shall be conducted in a manner to enhance education.

Appropriate exercises may be held for the following: Veterans' Day, Martin Luther King Day, Presidents' Day, Flag Day, Memorial Day, and State Fire Day (the Friday before the Fire Recognition Day, which is the second Saturday in May). An educational program on the United States Constitution shall be held on September 17 every year or in the preceding or following week if September 17 falls on a weekend or a holiday.

The flags of the United States of America and the State of Nebraska shall be prominently displayed on the school grounds on each day such school is in session. All flag displays shall be in accordance with the standards prescribed for the display of the flag of the United States of America.

Policy Adopted: 05/01/78  
Policy Revised: 06/02/03  
Policy Revised: 07/03/06

SCHOOL DISTRICT 145  
WAVERLY, NEBRASKA

**STUDENT - PARENT HANDBOOK  
OF SCHOOL DISTRICT #145  
2025-2026**

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All children from birth to age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated. A practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special	

education and related services. The District will implement multiple methods to provide parents, guardians, and community members with information regarding how to refer a child for an evaluation and the identification process and will publish an annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parents, guardians, or appointed surrogates. The District’s child find process will be consistent with Federal and Nebraska regulations. Legal Reference: 92 NAC 51-006.01 through 006.01A2	35
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<b>Children participating in early intervention programs under Part C of the IDEA (early intervention services) will be appropriately evaluated, identified, and have services under Part B of the IDEA by age 3 in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part C of the IDEA may continue to receive Part C services, upon parental consent, until the August 31st following the child’s third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.</b>	<b>37</b>
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**School District #145 Student-Parent Handbook  
2025-2026 School Year**

**Foreword**

**Section 1 : Intent of Handbook**

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about School District #145. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

**Section 2 : Members of the Board of Education**

Ward I	Jessica Zuniga	402-429-3980	<a href="mailto:jessica.zuniga@district145.org">jessica.zuniga@district145.org</a>
Ward II	Larry Adams	402-202-2176	<a href="mailto:larry.adams@district145.org">larry.adams@district145.org</a>
Ward III	Scott Claycomb	402-617-3980	<a href="mailto:scott.claycomb@district145.org">scott.claycomb@district145.org</a>
Ward IV	Cole Stark	402-429-6488	<a href="mailto:cole.stark@district145.org">cole.stark@district145.org</a>
Ward V	Chad Kendall	402-304-8472	<a href="mailto:chad.kendall@district145.org">chad.kendall@district145.org</a>
Ward VI	John Cooper	402-499-2707	<a href="mailto:john.cooper@district145.org">john.cooper@district145.org</a>

**Section 3 : Administrative Staff**

Name	Position	School	Contact Information
Dr. Cory Worrell	Superintendent	Central Office	<a href="mailto:cory.worrell@district145.org">cory.worrell@district145.org</a>
Mikal Shalikow	Business Manager	Central Office	<a href="mailto:mikal.shalikow@district145.org">mikal.shalikow@district145.org</a>

Delanie McMillan	Director of Student Services/Special Education	Resource Center Building	<a href="mailto:delanie.mcmillan@district145.org">delanie.mcmillan@district145.org</a>
Dr. Angie Plugge	Director of Learning	Central Office	<a href="mailto:angela.plugge@district145.org">angela.plugge@district145.org</a>
Alan Tosi	Technology Director	Middle School	<a href="mailto:alan.tosi@district145.org">alan.tosi@district145.org</a>
Dr. Rik Devney	Human Resources/Communications Director	Central Office	<a href="mailto:rik.devney@district145.org">rik.devney@district145.org</a>
Scott Shepard	Principal	High School	<a href="mailto:scott.shepard@district145.org">scott.shepard@district145.org</a>
Hunter Smith	Assistant Principal	High School	<a href="mailto:hunter.smith@district145.org">hunter.smith@district145.org</a>
Brad McMillan	Activities Director/Assistant Principal	High School	<a href="mailto:brad.mcmillan@district145.org">brad.mcmillan@district145.org</a>
Ross Ricenbaw	Principal	Middle School	<a href="mailto:ross.ricenbaw@district145.org">ross.ricenbaw@district145.org</a>
George Schere	Assistant Principal	Middle School	<a href="mailto:george.schere@district145.org">george.schere@district145.org</a>
Craig Patzel	WIS Principal	Intermediate School	<a href="mailto:craig.patzel@district145.org">craig.patzel@district145.org</a>
Sara Renken	Principal	Hamlow Elementary	<a href="mailto:sara.renken@district145.org">sara.renken@district145.org</a>
Megan Flohr	Principal	Eagle Elementary	<a href="mailto:megan.flohr@district145.org">megan.flohr@district145.org</a>

#### Section 4 : Behavioral Support Staff

Name	Position	School	Contact Information
Angie Cobelens School Psychologist/ SPED Facilitator	Behavioral Points of Contact	District	<a href="mailto:angie.cobelens@district145.org">angie.cobelens@district145.org</a>
Kylie Janssen School Psychologist	Behavioral Points of Contact	Eagle, Hamlow and WIS	<a href="mailto:kylie.janssen@district145.org">kylie.janssen@district145.org</a>

### **Behavioral Points of Contact (6931)**

The Superintendent is delegated the authority to designate one or more behavioral awareness and health points of contact for each school building in the District. The behavioral awareness and health point of contact may be an administrator, nurse, psychologist, or another appropriate staff member. Each behavioral awareness and health point of contact will be trained in behavioral awareness and health and have knowledge of community service providers and other resources that are available for the students and families in the District. The District will maintain or have access to a registry of local mental health and counseling resources for students and parents.

The points of contact will be listed on the District's website and in the student handbook.

The Superintendent shall report the designated behavioral awareness and health points of contact to the Nebraska State Department of Education each year when requested by the Department.

In addition, all District employees who interact with students, as determined by the Superintendent, shall receive at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training each year. The Superintendent or designee shall be responsible for coordinating this training.

## **Article 1 – Mission and Goals**

### **Section 1 : School Mission Statement**

Welcome to School District #145. The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment.

### **Section 2 : Goals and Objectives**

The goals and objectives of the School District #145 are to provide:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards-based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum

development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.

6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.



# SCHOOL DISTRICT 145

*Commitment to Excellence*

## *Essential Outcomes*

### **Confident Learners**

- Recognize, discover and pursue opportunities for success
- Set personal goals that are challenging yet attainable
- Are independent and believe they are capable
- Take risks and learn from mistakes

### **Collaborators**

- Are willing to work with others towards a common goal
- Are respectful, positive, flexible, supportive of others

### **Communicators**

- Articulate thoughts and ideas effectively in a variety of forms (oral, written, and nonverbal)
- Provide constructive feedback in appropriate context
- Listen actively and with purpose
- Respect the perspectives of others

### **Problem Solvers**

- See problems as an opportunity to expand learning
- Use various processes to find reasonable and justifiable solutions
- Recognize that there are a variety of ways to solve a problem

### **Critical Thinkers**

- Analyze information, ideas, and possibilities to develop a point of view, infer, draw conclusions and make predictions
- Use evidence and reasoning to guide decision-making
- Use prior knowledge and new knowledge to apply what they've learned in new ways

### **Creative Thinkers**

- Synthesize existing and new knowledge to create unique solutions
- Generate, develop and test new ideas

### **Independent and Responsible Citizens**

- Build strong values and have actions reflect those values
- Apply the principles of democracy
- Take action to contribute positively to the local, national, and/or global community

### **Section 3 : Mutual Respect**

The School District #145 expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

### **Section 4 : Complaint Procedures**

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

#### **1. Complaint procedure**

Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.

Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.

Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.

Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

#### **2. Conditions Applicable to All Levels of Complaint Procedure**

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

## Section 1 : Daily Schedule:

	Start Time	Dismissal Time	Late Start (2hr delay)
<b>Eagle</b>	8:10	3:10	10:10
<b>Hamlow</b>	8:25	3:20	10:25
<b>WIS</b>	8:30	3:30	10:30
<b>WMS</b>	8:25	3:25	10:25
<b>WHS</b>	8:40	3:40	10:40

**On Wednesdays, the HS will begin at 9:00 and end at 3:40.**

## Section 2 : Severe Weather and School Cancellations

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

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media or by district alert system when schools will be closed.** In some instances, schools will be open, but certain services may be canceled (bus transportation, pre-school, kindergarten, student activities).

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

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

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

parents are urged not to call radio and television stations and school buildings during severe weather.

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

### **Section 3 : Closed Campus**

All students are required to remain on campus during the school day. Students are not excused to leave school grounds during lunch periods unless they have received specific permission to do so by a principal.

### **Section 4 : Supervision Responsibility Before/After School**

#### Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 15 to 20 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

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

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

#### Signing a Child In and Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

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

#### Supervision at Dismissal

Parents or guardians of children in grades Pre-K to 6, where the child does not use district-provided transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. The parent or guardian may designate up to two (2) escorts. Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

#### Emergency Closing Procedures

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

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

## Article 3 – Use of Building and Grounds

### Section 1 : Visitors

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern. Visits should be kept under an hour. If a parent wants to observe the classroom, the parent should contact the principal to arrange this so the principal can arrange an appropriate time. Observation should be kept to under a half-hour. All decisions regarding outside visitors will be at the discretion of the building principal.

### Section 2 : Smoke-Free Environment

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

### Section 3 : Care of School Property

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

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$1.00
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

#### **Section 4 : Lockers**

Each student will have access to a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock. Students may turn in an extra key to homeroom teachers if they choose to use a key lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a principal sees or learns of an image or message that may cause a disruption, the principal will ask the student to remove the image or message from the locker. If the student refuses, then the principal will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

#### **Section 5 : Searches of Lockers and Other Types of Searches**

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

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular

activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.

5. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
6. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

### **Section 6 : Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

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

### **Section 7 : Recording of Others (Board Policy 1102)**

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

**Section 8 : Use of Telephone**

There is a courtesy phone available for student use in the school office. The office phone will only be allowed in an emergency or when a student is ill.

**Section 9 : Bicycles**

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

**Section 10 : Student Valuables**

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

**Section 11 : Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Items not claimed will be donated.

**Section 12 : Accidents**

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

**Section 13 : Laboratory Safety Glasses**

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

**Section 14 : Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

**Section 15 : Bulletins and Announcements**

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

**Section 16 : Copyright and Fair Use Policy (Board Policy 6800)**

All district staff shall adhere to the provisions of the federal copyright law and maintain high ethical standards in using copyrighted materials. Persons securing permission, licenses, or entering into other contractual arrangements shall maintain adequate records regarding the use of copyrighted materials. The district shall provide no legal support to any employee who violates the copyright law. Willful infringement of this law by students or staff may result in disciplinary action.

The Board of Education recognizes that computer software piracy contributes to higher costs and decreases commercial incentives for the development of quality educational computer software. In circumstances where the interpretation of the copyright law is ambiguous, the district shall determine appropriate use of computer software by referring to the license agreement and / or policy statements contained in the software packages used in the district.

## **Article 4 – Attendance**

### **Section 1 : Attendance Policy (Board Policy 5000)**

All children who reside in the school district and are of legal school age are eligible to attend school. The admission of students shall be strictly in accordance with the provisions of the state law.

District 145 requires regular and punctual student attendance. Administration is responsible for developing further attendance rules and regulations which are published in student handbooks. Principals and teachers are required to maintain an accurate record of student attendance.

Every person residing in the school district, who is a parent or legal guardian of any student, who is enrolled in a district school, shall cause such student to attend regularly, each day school is in session unless excused by school authorities or exempted by law, or has received a high school diploma or General Equivalency Diploma.

### **Section 2 : Attendance and Absences (Board Policy 5000)**

A child is of mandatory attendance age if the child will reach age 6 prior to January 1 of the then current school year and has not reached 18 years of age.

Exceptions for Younger Students Attendance is not mandatory for a child who has reached the age of 6 years prior to January 1 of the then current school year, and who will not reach age 7 prior to January 1 of such school year, if the child's parent or legal guardian has signed and filed with the school district, in which the child resides, an affidavit stating either the child is participating in an education program which the parent or legal guardian believes will prepare the child to enter grade one for the following school year; or the parent or legal guardian intends for the child to participate in a school which has elected or will elect, pursuant to law, not to meet accreditation or approval requirements and the parent or legal guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students Attendance is not mandatory for a child who has obtained a high school diploma by meeting statutory graduation requirements; or has completed the program of instruction offered by a school which elects, pursuant to law, not to meet accreditation or approval requirements; or has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in District 145 or resides in District 145 and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by (a) the child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable; (b) the person who has legal or actual charge or control of the child who requested the exit interview; (c) the Superintendent or Superintendent's designee; (d) the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; (e) any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or an illness of the child making attendance impossible or impracticable.

The Superintendent or designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child or may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and the Superintendent or designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools) A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed

notarized release on a form prescribed by the Commissioner of Education.

Excessive Absenteeism Reported to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness, including physical or mental illness, that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Reporting to the Commissioner. The superintendent or designee shall report to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted by the school district as school resource officer) by the district relative to a student enrolled in the district.

**School district affidavit forms for a child age 6 to not attend school is attached to the board policy.**

Excused and Unexcused Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
  - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
  - b. Illness which causes a student to be absent from school.
  - c. Doctor or dental appointment which require student to be absent from school.
  - d. Court appearances that are required by a court order and the student is not responsible for needing to be in court.
  - e. School sponsored activities which require students to be absent from school.
  - f. Other absences which have received prior approval from the Principal.
2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

Tardy to School. Students will be considered tardy to school if they are not in their assigned

class or ready and attentive in their assigned area when the bell for their first class rings.

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. *\*\*At the high school, once a student reaches 10 tardies in one class period it counts as a tardy absence which may result in the loss of credit if 10 absences are reached in one class period.\*\**

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

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

### **Section 3 : Absence Procedures**

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office.

### **Section 4 : Make-up Work**

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required.

The student has the responsibility to contact teachers, initially, regarding make-up assignments.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work.

### **Section 5 : Attendance is Required to Participate in School-Sponsored Activities**

Students participating in school activities must be in attendance at school for at least a half day immediately prior to scheduled activity, including school dances. Exceptions may be made in the cases of previously scheduled medical appointments or other unforeseen circumstances. Requests for such exceptions must be made to the building administration prior to the time of the absence and the activity

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### **Section 6 : Truancy**

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of truancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

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

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

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

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

## Attendance Process Flowchart

It is the expectation that the student's parent(s)/guardian(s) is/are contacting their student's respective school to report an absence. The school will record any information and document the reason for the absence. Absences are coded as either School Excused or School Unexcused.

Nebraska State Law, 79-209, requires schools to monitor attendance and notify parents of student absences. It also allows schools/districts to refer any student, regardless of age or grade level, who exceeds 20 days of School Unexcused absences to the County Attorney.

### Stage 1

The student has missed 5 days of school or the hourly equivalent this school year.

- The school sends the Stage 1 letter to the student's parent(s)/guardian(s).
- School staff reviews the student's attendance history.
- The school contacts the student's parent(s)/guardian(s) about their student's problematic attendance.
- School staff (administrator, counselor, psychologist) meets with the student about their problematic attendance.

### Stage 2

The student has missed more than 10 days of school or the hourly equivalent this school year.

- The school sends the Stage 2 letter to the student's parent(s)/guardian(s).
- School staff (administrator, counselor, psychologist) meets with the student about their problematic attendance.
- The school contacts the student's parent(s)/guardian(s) regarding their student's continued problematic attendance and schedules a **Collaborative Plan Meeting** with school personnel.

A referral to the County Attorney may also be made by the school at Stages 1, 2, or 3, based upon a student's prior attendance history and if absences from previous school years were excessive.



Parents can monitor their student's attendance on PowerSchool Parent Portal.

### Stage 3

The student has missed 15 days or the hourly equivalent this school year.

- The school sends the Stage 3 letter to the student's parent(s)/guardian(s)
- School staff (administrator, counselor, psychologist) meets with the student about their problematic attendance.
- The school contacts the student's parent(s)/guardian(s) regarding their student's continued problematic attendance and/or scheduling a meeting to review the **Collaborative Plan** with school personnel.

### Stage 4

The student has accumulated more than 20 days of absences or the hourly equivalent of 20 days of

absences this school year.

- The school sends out to the student's parent(s)/guardian(s) the Stage 4 letter.
- After the Stage 4 letter is sent, the school may send a referral to the County Attorney.

### **County Attorney Referral**

- The school sends out the following documents to the County Attorney: the County Attorney Referral Letter, the Collaborative Plan(s), and information regarding the dates the stage letters were sent and the dates regarding meetings with the student and their parent(s)/guardian(s).
- The school sends the student's parents(s)/guardian(s) a copy of the County Attorney Referral Letter.

## **Article 5 – Scholastic Achievement**

### **Section 1 : Grading System (Board Policy 5021, 5022, 5023, 5030)**

**Promotion/Retention** Students in grades K through 8 will be promoted to the next grade level at the end of each school year based on the student’s academic achievement, age, maturity, work habits, and school behavior.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student’s teachers and counselor, to be appropriate for the educational interests of the student and the school’s educational program.

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

### **Waverly Middle School Academic Requirements and Grading**

The Waverly Middle School credit system is designed to enhance student accountability and to promote and support the educational success of each student. This system requires students to meet specific academic requirements in order to attain promotion from grade to grade in the Waverly Middle School. Students not meeting the requirements of the credit system may need additional time to learn. When a student fails to make progress toward meeting the academic requirements, teachers will work with parents and school administrators to establish appropriate educational strategies in order to provide an opportunity to remediate student deficiencies. Waverly Middle School students may earn credits on a quarter basis; 2.5 credits for passing each core course.

### **Sixth (6th) and Seventh (7th) Grade Credits**

- I. Each core class (math, science, social studies, English, and reading) counts for 2.5 credits per quarter – a total of fifty (50) credits per school year.
- II. Students must earn forty (40) credits in core classes by earning a grade of 70% or above.

III. III. Students must pass 75% of their exploratory classes.

**Eighth (8th) Grade Credits**

- I. Each core class (math, science, social studies and English) counts for 2.5 credits per quarter – a total of 40 credits per school year.
- II. Students must earn thirty (30) credits in core classes by earning a grade of 70% or above.
- III. Students are required to pass 75% of their elective classes.

**Placement Options**

If a student fails to meet the aforementioned requirements, the student’s teaching team will meet to make a recommendation for placement.

Placement options for sixth (6th) and seventh (7th) grade include:

- 1. The student may enroll in summer school and successfully complete the requirements of the summer school program.
- 2. If scheduling permits, the student may be assigned to repeat classes in which the requirements were not met, and/or complete credit recovery courses in which the requirements were not met. 3. The student may be recommended to repeat the entire grade.

Placement options for eighth (8th) grade include:

- 1. The student may enroll in summer school and successfully complete the requirements of the summer school program and/or complete credit recovery courses in which the requirements were not met.
- 2. The student may be recommended to repeat the entire grade.

When a child’s educational progress indicates that he/she may be a candidate for retention, board policy with respect to promotion and retention of students will be followed.

**GRADING SYSTEM – K through 2**

Kindergarten	M	Mastered
	S	Satisfactory Progress or Introduced
	N	Needs Improvement
Grades 1 & 2	E	Excellent
	S+	Exceeds Satisfactory Progress
	S	Satisfactory Progress
	S-	Limited Satisfactory Progress
	N	Needs Improvement

## GRADING SYSTEM – Grades 3 through 12

A = 93 - 100

B = 85 - 92

C = 77 - 84

D = 69 - 76

F = 0 - 68

I = Incomplete

P = Achieving to ability, credit awarded

### Section 2 : Graduation Requirements (Board Policy 5023)

The board approved graduation requirements for Waverly High School represent abilities that are necessary not just for employment and further education, but also those that are essential to becoming a productive and contributing member of society. These requirements are not meant to define minimum competencies; rather, they set a standard for an educated citizen. Students must complete all requirements for graduation prior to the graduation ceremony. Students not completing ALL requirements prior to graduation will not participate in the ceremony.

Two hundred twenty (220) earned credits are required for graduation from Waverly High School. Two hundred forty (240) credit hours are required for the Class of 2024 and later.

The following are the graduation requirements:

**English** – 40 credit hours, including English 9, 10, 11, and Speech or the equivalent.

**Mathematics** – 30 credit hours, including Algebra or the equivalent.

**Social Studies** – 30 credit hours, including American History, World History, and Constitution, or the equivalent.

**Science** – 30 credit hours, including Earth Science, Biology, or the equivalent.

**Physical Education/Health** – 15 credit hours, including health.

**Fine Arts** – 10 credit hours may include music, art, drama, or foreign language.

**Business** -- 5 credit hours, including Personal Finance to be taken as a senior (for the Class of 2024)

**Credits** Waverly High School students may enroll for 35 credits a semester or 70 credits a year. Semester credits are awarded according to the number of hours a class is scheduled to meet during a week, i.e. 5 credits for a class that meets 5 days per week. Credits are awarded only on a semester basis.

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

### **Section 3 : Promotion and Retention (Board Policy 5022)**

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

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

### **Section 4 : Schedule Changes**

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

### **Section 5 : Interim Reports**

Various supplemental reports may be made available to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

## **Section 6 : Report Cards**

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

## **Section 7 : Parent-Teacher Conferences**

Parent-teacher conferences will be held first and second semester. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

## **Section 8 : Honor Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence.

### Middle School Honor Roll:

Each student in grades 6-8 who have a 93.0% grade point average or above and no D's or F's for a quarter will be placed on the honor roll. Grade averages will be computed by the counselors' office and reviewed by the principal's office.

### High School Honor Roll:

Each student in grades 9-12 who have a 3.5 GPA or above and no D's or F's for a semester will be placed on the honor roll. GPA will be computed by the counselors' office and reviewed by the principal's office.

ACADEMIC LETTER REQUIREMENTS: To qualify for an Academic Letter, students must have maintained a cumulative GPA of 3.5 or above. Students may receive additional awards each year if they continue to display scholarly excellence.

## **Section 9 : National Honor Society**

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

### Admission to the National Honor Society

*(in accordance with Article IX of the National NHS Constitution)*

Membership is open to those students who meet the required standards in four (4) areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five (5) member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each semester.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited, by the NHS adviser, to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings when and as scheduled and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser.

### Removal from National Honor Society

A student may be removed from the NHS by action of the Faculty Council, per Article X of the National NHS Constitution, upon a determination that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Faculty Council's decision by following the appeal process outlined in Article X in the National NHS Constitution.

### Article X: Discipline and Dismissal (from the National NHS Constitution)

Section 1. The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A

- written description of the dismissal procedure shall be available to interested parties. 3
- Section 2. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned.
- Section 3. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.
- Section 4. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. (Note: This hearing is required and is considered “due process” for all members.)
- Section 5. For purposes of dismissal, a majority vote of the Faculty Council is required.
- Section 6. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district.
- Section 7. NASSP shall hear no appeals in dismissal cases. (Note: Refer to Article VIII, Section 7 regarding the permanent consequences for members when dismissed.)

## **Article 6 - Support Services**

### **Section 1 : Special Education Services (Board Policy 6025)**

District 145-Waverly adopts this special education policy with the intent that the policy maintains the District’s compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District’s special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

#### **1. Free Appropriate Public Education**

A free appropriate public education shall be made available to all children with disabilities residing in the District, including children with disabilities who have been suspended or expelled, from date of verification through the school year in which the child is no longer

eligible or the student reaches twenty-one (21) years of age, whichever occurs earlier. An Individualized Education Plan (“IEP”) will be created for each such child that will enable the student to make progress appropriate in light of the student’s unique circumstances

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

## **2. Full Educational Opportunity Goal**

The District shall take steps to ensure that its children with verified disabilities, through the age of school year in which the child reaches age twenty-one, have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

## **3. Child Find**

All children from birth through the school year in which the child reaches twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated. A practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will implement multiple methods to provide parents, guardians, and community members with information regarding how to refer a child for an evaluation and the identification process and will publish an annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parents, guardians, or appointed surrogates. The District’s child find process will be consistent with Federal and Nebraska regulations. Legal Reference: 92 NAC 51-006.01 through 006.01A2

## **4. Pre-Referral Interventions**

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

## **5. Disability Verification and Eligibility**

Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and Federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with

Federal and Nebraska requirements that will be provided to the parent, guardian, or appointed surrogate. When a child is not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.

Legal Reference: 92 NAC 51-006.03; 92 NAC 51-006.04B through 006.04N;

#### **6. Individualized Education Program (IEP)**

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007 by teams that will include all roles identified within Federal and Nebraska rules. Any draft of an IEP that is developed will not be considered final until it is reviewed and revised based on the team, including the parent, guardian, or appointed surrogate, input, and consensus. The district will make reasonable efforts to obtain informed consent from the parent, guardian, or appointed surrogate for special education placement on the IEP form before services are initiated. Revocation of consent for services must be documented by the parent, guardian, or appointed surrogate in writing.

Legal Reference: 92 NAC 51-007

#### **7. Least Restrictive Environment**

To the maximum extent appropriate, children with disabilities, through the school year in which the child reaches age twenty-one, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the “Least Restrictive Environment Rules”). The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.

Legal Reference: 92 NAC 51-008.01

#### **8. Procedural Safeguards**

Children with disabilities and their parents, guardians, or appointed surrogates shall be afforded the required procedural safeguards. Parents, guardians, and appointed surrogates will be given a copy of their procedural safeguards annually or upon initial referral or parental (parent, guardian, or appointed surrogate) request for evaluation; upon request by a parent, guardian, or appointed surrogate; upon receipt by the school district or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07

#### **9. Disciplinary Removal of Children with Disabilities**

School personnel may remove a child with a disability who violates a code of student conduct

from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, as long as those removals do not constitute a change of placement. The District defines a change of placement as it is defined under 92 NAC 51-016. The school district will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement, has occurred. Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the school district, the parent, and relevant members of the student's IEP shall conduct a manifestation determination pursuant to 92 NAC 51-016. If the conduct which gave rise to the violation of the school code is determined to be a manifestation of the student's disability, any change of placement for the student will only be made by a student's IEP team. For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Legal Reference: 92 NAC 51-016

#### **10. Evaluation, Identification, and Reevaluation Procedures**

Children with disabilities shall be evaluated, identified, and reevaluated by a team of multidisciplinary qualified professionals in accordance with 92 NAC 51-006. The MDT of a child suspected of having a specific learning disability shall include the additional requirements in accordance with 92 NAC 51-006.04K. The District will make reasonable efforts to obtain written permission for evaluation in accordance with Federal and Nebraska rules. Revocation for consent for evaluation must be documented by the parent, guardian, or appointed surrogate in writing.

The documented results of the evaluation will be provided to parent, guardian, or appointed surrogate and included in student files. All evaluation components will be at district expense. The District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The district will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. The parent, guardian, or appointed surrogate will be given written notice of the District's decision to either move forward with the Independent Educational Evaluation or to initiate a hearing to determine the appropriateness of the evaluation. If the District agrees to move forward with the evaluation, locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent, guardian, or appointed surrogate from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent, guardian, or appointed surrogate with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

**11. Confidentiality of Personally Identifiable Information**

A system of safeguards will be implemented to protect the confidentiality of student records and information in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

**12. Transition of Children from Part C to Preschool Programs**

Children participating in early intervention programs under Part C of the IDEA (early intervention services) will be appropriately evaluated, identified, and have services under Part B of the IDEA by age 3 in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part C of the IDEA may continue to receive Part C services, upon parental consent, until the August 31st following the child's third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

**13. Children in Nonpublic Schools**

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents, guardians, or appointed surrogates in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

**14. Personnel Standards and Personnel Development**

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

**15. Accessibility of IEP and Responsibility to Implement**

A child's IEP shall be accessible to each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for the IEP's implementation. Each of the aforementioned providers shall be informed of his or her specific responsibilities related to implementing the child's IEP, and the specific accommodations, modifications, and supports that must be provided for the child in accordance with the IEP. All providers who are responsible for the implementation of a child's IEP are expected to implement the child's IEP according to its terms.

**16. Participation in and Reporting of State and District Wide Assessments**

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

**17. Suspension and Expulsion Rates**

The District will examine data, including data disaggregated by race/ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

**18. Access to Instructional Materials**

As part of any printed instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of printed instructional materials, the District will enter into a written contract with the publisher of the printed instructional materials to:

1. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the printed instructional materials using the National Instructional Materials Accessibility Standard, or
2. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

**19. Over-Identification and Disproportionality**

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

**20. Prohibition on Mandatory Medication**

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

**21. Transportation**

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent is transporting only his or her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

Legal Reference: 92 NAC 51-014.01 through 014.02

## 22. **Surrogates**

A surrogate will be appointed, and other action taken to ensure the rights of children with a disability as required by law. The surrogate may represent the child in all matters related to the identification, evaluation, and educational placement of a child and the provision of a free appropriate public education to the child.

Legal Reference: 92 NAC 51-009.10

## 23. **Early Intervention Services – Consent**

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

## **Section 2 : Students with Disabilities: Section 504**

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable

cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.

13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

### **Section 3 : Guidance Services (Policy No. 6845)**

The school counseling program shall be an integral part of the total program of instruction. The primary areas of school counseling activities, programs and services are educational development, career planning and exploration, and self knowledge and the skills to interact positively with others.

Counselors shall make every effort to respect student confidentially as appropriate and shall consult with the Superintendent or designee at such times when unsure of how to respond to a student's individual concern. A primary function of the school counselor is to work directly with students to serve students' diverse needs and to encourage productive learning experiences.

Goals of the school counseling programs include, but are not limited to, help all students understand the importance of effective career decision making and planning, assist all students in developing an on-going educational plan, and improve student achievement at all levels by integrating school counseling information into other relevant curricular areas. The goals of the school counseling program shall include age-appropriate curriculum, matching activities to the needs of elementary, middle, and high school students, and their families; individual planning with students and parents, supporting them with academic and career information; responsive services for crisis intervention; and support for administrators, teachers, parents and community with regard to school counseling issues by providing consultation, information, and/or referral.

### **Section 4 : Health Services**

#### Student Illnesses

Ill students shall seek out the health office in their building to be evaluated prior to contacting parents/guardians. School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100.0°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Students shall not return to school until they have been fever, vomiting, or diarrhea free WITHOUT the use of medication for at least 24 hours.

Students with communicable/infectious diseases may be required to have a doctor's permission

slip to return to school in accordance with State Health Guidelines. Some of these may also require proof of treatment and/or sitting out of school until a full 24 hour's worth of medication has been taken. These could include but are not limited to: Mumps, Measles, Rubella, Varicella, Influenza, Scabies, Conjunctivitis, Pertussis, Impetigo, Ringworm, other non-specific rashes, Mononucleosis, and Streptococcal Infections. Chronic or serious infectious diseases will be handled through the school nurse on a case by case basis. Other school staff may also become involved if an alteration to the school day or attendance may be affected long term. By default, the health staff will follow the Nebraska Emergency Guidelines for schools on the Department of Health and Human Services (DHHS) website, Center for Disease Control (CDC) guidelines/recommendations, and/or Lincoln Lancaster County Department of Health (LLCDH) recommendations.

Please include and update emergency daytime phone numbers on your child's registration and/or student profile so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school. District 145 is required to track illnesses, specifically those that are communicable. Communication with the school's health staff regarding your child's symptoms and/or diagnosis is vital.

#### Guidelines for Head Lice

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

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.

\*Nit removal will be emphasized for effective management of the condition. For more information call the health staff at your child's school.

#### Guidelines for Administering Medication

Whenever possible, your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available on the district website or at the school health office. Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted.

Specific medications such as those for Asthma, Diabetes, Epilepsy, or any other chronic

diagnoses may also require their medication to accompany written consent as well as an action plan per NDE Rule 59 Protocol. These forms are available on the district website or in your child's health office. These need to be turned in annually prior to the start of the school year. If the student is capable of self-managing his or her health condition or need to carry their own medication. If the parent/guardian and/or student chooses to carry their own medication, contact the health office to obtain a self-management authorization form to be signed by the student, parent/guardian, and medical professional. This form is also available on the district website.

### School Health Screening

Children in Preschool and Kindergarten through fourth grade, as well as children in seventh and tenth grades are screened for vision, hearing, dental defects, height and weight. Those students that are mid-year transfers, out-of-state transfers, and/or new to the district in any grade level will be screened. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit school equivalent screening results performed by a qualified medical or dental professional dated within the last six (6) months from the first day of school. These results should be turned into the school no later than November 1st. Should the information not be provided, the child will be screened by school health staff.

### Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months from the date of the first day of school prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation in seventh through twelfth grades.

### Immunizations

Students must show proof of immunization per the Nebraska State Statute and Immunization Schedule. A student who does not comply with the immunization requirements will not be permitted to continue in school after November 1. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices or on the district website.

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

A valid release of information is required before information can be shared with a private provider (e.g. physician, therapist, advocate, psychologist, etc). Information includes but is not limited to transcripts, special education records, observational data, discipline records, teacher input, and/ behavior rating scales. All requested information will be submitted directly to the provider.

## Summary of the School Immunization Rules and Regulations 2025-2026

### Summary of the School Immunization Rules and Regulations

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

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

The School Rules & Regulations are available on the internet: [http://dhhs.ne.gov/Pages/reg\\_t173.aspx](http://dhhs.ne.gov/Pages/reg_t173.aspx) (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)  
Updated 01/26/2018

### Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

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

### **Section 5 : Transportation Services (Board Policy 3100)**

District 145 will provide via purchase or lease, an efficient, safe, and functional fleet of vehicles for transporting students on regular and special education routes and field trips. The board authorizes the use of school vehicles for approved staff and organizational use, and administrative and maintenance functions. Private vehicles may be used instead of district transportation for school related trips under the provisions outlined in Administrative Regulations.

Those eligible to ride school vehicles on regular routes include assigned staff and resident students who live outside the corporate limits of their attendance center. The board reserves the discretion to provide at-cost route service to groups of parents who live within the Eagle and Waverly corporate limits. Students outside the district who attend a School District #145 school as an option student may use district transportation to the extent they can utilize established pick-up and drop-off sites. The district will provide transportation services to qualified students attending state approved, nonprofit, private schools to the extent required by law.

It is the board's intent that one-way riding times on any regular route not exceed 60 minutes. Routes will be established on hard surfaced or well maintained, properly marked, two-lane public through streets or roadways. Buses shall utilize surfaces that meet county roadway specifications.

Drivers are responsible for covering the prescribed routes, for proper care of assigned equipment, and for accounting of all students on their assigned bus routes.

The District will provide appropriate transportation for designated student activity and field trips that relate to educational purposes. Students are not charged a fee for field trip transportation when scheduled as a regular part of the school day or a required part of the instructional program. Extended or special field trips which involve purchasing transportation from other

carriers, out- of-town destinations or other expenses may be planned providing district approval is received and supporting funds are raised in a manner consistent with board policy.

School activity groups may be charged a transportation fee by the district if the activity is not a requirement for the group's participation. The fee may include mileage and transportation personnel costs. Advance approval of the trip by the central office is required.

After-school activity routes will be provided during the regular sports seasons to selected drop-off points outside of Waverly.

Student conduct on district transportation will meet the same expectations as established for the classroom setting. Student behavior regulations will be formulated by the transportation director with input from building principals. Drivers are responsible for student behavior on regular routes and will report infractions to the transportation director; student riding privileges will not be suspended without consultation with the appropriate principal.

All complaints concerning transportation services shall be submitted to the Director of Transportation. Specific complaints about bus drivers will be referred in writing to the Director of Transportation. Complaints of student behavior will be reported in writing to the building principal with a copy to the Director of Transportation.

The Business Manager is responsible for evaluating transportation plans and procedures and for recommending ways to improve effectiveness. The Transportation Director is responsible for implementing procedures and administering the transportation program.

### **Behavior on School Buses**

**I. General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

### **II. Special Conduct Rules for Riding School Buses.**

#### A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

### B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

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

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

## Article 7 – Drugs, Alcohol and Tobacco

### Section 1 : Drug-Free Schools

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

### Section 2 : Education and Prevention

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

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

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

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

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

### **Section 3 : Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco (Board Policy 5048)**

The board expressly prohibits the unlawful possession, use, or distribution of illicit drugs, tobacco, or alcohol by students on school property or at any school sponsored event or activity. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

Any student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures. The board authorizes administrators or their representatives to discipline students consistent with state and federal law for any violations of this policy.

The board supports the use of current technologies and resources to detour student use of drugs, tobacco, and alcohol.

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

#### **SCHOOL CONSEQUENCES FOR TOBACCO USE REGULATIONS**

**First Occurrence:** The student will be assigned to one day (or seven class periods) of in-house suspension. Parents will be notified.

**Second Occurrence:** The student will be assigned to three days (or 21 class periods) of In-School Suspension. Parents will again be notified and informed of consequences for subsequent violations of the tobacco regulations.

**Third occurrence:** The student will be suspended-out-of-school for a period of three (3) days and a parent conference will be held prior to the student's return to school.

**Fourth occurrence:** Consequences will be determined by an administrator after reviewing the student's record.

**ACTIVITY CONSEQUENCES FOR VIOLATIONS OF DRUG, ALCOHOL USE OR POSSESSION AT SCHOOL OR SCHOOL ACTIVITIES can be found in the Activity Handbook**

#### **STUDENTS WHO DO NOT PARTICIPATE IN ACTIVITIES**

Students who are not participants in school activities will be restricted from attendance at school activities for the same timeline as participants. Restrictions from activities will be concurrent with other disciplinary action that may be taken by the school.

#### **Disciplinary Sanctions**

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

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

#### **Intervention**

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

#### **Administration**

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

## **Article 8 – Student Conduct Rules**

### **Section 1 : Purpose of Student Conduct Rules (Board Policy 5010)**

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

### **Section 2 : Forms of School Discipline**

#### **A. Development of Uniform Discipline System**

It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

#### **Sub 1 : Short-Term Suspension**

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

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student

will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.

- c. Within 24 hours or such additional time as is reasonably necessary not to exceed an additional 48 hours following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

#### **Sub 2 : Long-Term Suspension**

A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

#### **Sub 3 : Expulsions**

- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description

of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be ~~provided~~ offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s

probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

#### **Sub 4 : Emergency Exclusion**

A student may be excluded from school in the following circumstances:

1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make

temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

**Sub 5 : Other Forms of Student Discipline**

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

**B. Student Conduct Expectations**

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.

**C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment**

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or

mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.

9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to 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 (including skin color, hair texture and protective hairstyles), gender, disability, national origin, or religion.
15. ~~Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.~~
16. Willfully violating the behavioral expectations for riding school buses or vehicles.

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the

force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

19. Violation of Internet Safety & Acceptable Use Policy 6600

20. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

**D. Additional Student Conduct Expectations and Grounds for Discipline**

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

**Sub 1 : Student Appearance**

Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following

is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Students are not to wear clothing, accessories, or any other items with words phrases, symbols, pictures or signs that are indecent, profane, or substantially disruptive, including items that are reasonably expected to intimidate other students on the basis of race (for example KKK, swastika, and the Confederate Flag), color, national origin, sex, gender, sexual orientation, disability, age, or religious affiliation.
- e. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- f. Head wear including hats, caps, bandannas, and scarves.
- g. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- h. Clothing or jewelry that is gang related.
- i. Visible body piercing (other than ears).

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

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

**Sub 2 : Academic Integrity**

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:
  - (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
    - (a) Tests (includes tests, quizzes and other examinations or academic performances):
      - (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
      - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the

- test.
- (iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
  - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
  - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
  - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
  - (iv) Failure to Contribute to Group

Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time

and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

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

### **Sub 3 : Electronic Devices**

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using non-district owned electronic devices at school. The use of non-district owned electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of non-district owned electronic devices, the District hereby establishes the following rules and regulations governing student use of non-district owned electronic devices, and procedures to address student misuse of non-district owned electronic devices.

b. Definitions.

(1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has

- given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
- (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any non-district owned electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and

procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school’s main office to be identified, placed in a secure area, and returned to the student and/or the student’s parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school’s main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from

school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

**E. Inappropriate Public Displays of Affection (IPDA)**

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

- a. 1st Offense: Student will be confronted and directed to cease.

- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- c. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

**F. Specific Rule Items**

The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

- 1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
- 2. Students in the hallway during class time must have a pass with them.
- 3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
- 4. Students are expected to bring all books and necessary materials to class. This includes study halls.
- 5. Assignments for all classes are due as assigned by the teacher.
- 6. Students are not to operate the mini-blinds or the windows.
- 7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- 8. Students are to be in their seats and ready for class on the tardy bell.
- 9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
- 10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
- 11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
- 12. Snow handling is prohibited.

**G. Law Violations**

- 1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s

maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

#### **H. Artificial Intelligence (Board Policy 6288)**

District 145-Waverly acknowledges that artificial intelligence continues to emerge as a resource that may assist students with future technology and different wants of learning. However, artificial intelligence also poses a challenge to delineate the responsible use of artificial intelligence with student plagiarism. As a result, the Board of Education adopts this Policy to specifically address how the District will address academic honesty and integrity regarding a student's use of artificial intelligence/

#### **Permissible Uses of Artificial Intelligence in School Assignments**

Students may use artificial intelligence or related platforms when any of the following occurs:

1. The student receives advance permission from the teacher for the given assignment or project; or
2. The teacher's classroom rules or expectations established artificial intelligence as a permissible resource for students to access.

Any student with questions about the use of artificial intelligence should contact their teacher in advance of using artificial intelligence to assist with any assignment. It is the responsibility of each student to understand the permissible use (if any) of artificial intelligence in a given class or a particular assignment. Students must be fully forthright and honest about their use of artificial intelligence to assist with any school assignment.

#### **Impermissible Uses of Artificial Intelligence in School Assignments**

Unless otherwise permitted by this Policy, students may not use artificial intelligence or related

platforms to assist or complete any assignment, project, test, or other school-related task. The impermissible use of artificial intelligence may subject the student to discipline in accordance with the District's plagiarism policy and academic dishonesty rules.

#### **I. Anti-Bullying Policy (Board Policy 5011)**

One of the missions of the District is to provide safe and secure environments for all students and staff.

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

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

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

Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race (including skin color, hair texture and protective hairstyles), or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

**J. Initiations, Hazing, Secret Clubs and Outside Organizations (Board Policy 5015)**

Hazing or initiation by any school organizations, groups, clubs, teams or individuals are prohibited unless specifically approved by the administration. Anyone engaging in hazing or initiation behavior will be subject to disciplinary action up to and including expulsion. Hazing is any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. The Board of Education prohibits the organization of school-sponsored fraternities, sororities or secret organizations wherein membership is determined by members themselves rather than on the basis of free choice. The Board considers those organizations or memberships in those organizations detrimental to the good conduct and discipline of the school. Interference with the instructional program of the district by those groups will not be condoned, and no organizational activities are permitted under the sponsorship of the school district or its personnel. In addition, the use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, may be considered disruptive of a positive learning environment. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

**K.**

**Network, E-Mail, Internet and Other Computer Use Rules**

**(a) General Rules:**

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the

information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

- (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

(b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
- (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
- (iii) Users shall not use or try to discover another user's account or password.
- (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
- (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to

self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

- (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
- (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

(c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

- (i) Be polite. Do not become abusive in your messages to others.
- (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- (v) All communications and information accessible via the network should be assumed to be private property of others.
- (vi) Do not place unlawful information on any network system.
- (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.

(ix) Other rules may be established by the network administrators or teachers from time to time.

(d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

(e) Student and Parent Agreements: Students and parents are required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

#### **L. Risks of Facebook and Similar Social Networking**

The purpose of this message is to give our students information about the risks of using Facebook and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on Facebook and similar social networking sites may affect you years later.

What you say now on Facebook and similar social networking sites may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on Facebook and similar social networking sites.

Here are some common sense guidelines that you should follow when using Facebook and similar social networking sites and the Internet in general:

- Don't forget that your profile and Facebook and similar social networking sites forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).

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

We urge all students to follow these common sense guidelines.

## Article 9 – State and Federal Programs

### Section 1 : Notice of Nondiscrimination

The School District #145 does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

### Section 2 : Designation of Coordinators

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

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	HR Director
Title IX	Discrimination or harassment based on sex; gender equity	HR Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

The Coordinator may be contacted at: School District #145, Box 426, Waverly, NE 68462; phone number (402) 786-2321.

### Section 3 : Anti-discrimination & Harassment Policy (Board Policy 5009)

Elimination of Discrimination. The School District #145 hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students.

Purpose: School District #145 is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, School District #145 will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

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

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

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

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

Sexual harassment may exist when:

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

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

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

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene

printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

#### Complaint and Grievance Procedures:

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

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of School District #145. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

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

#### **Section 4 : Multicultural Policy**

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

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

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

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

## **Section 6 : Notification of Rights Under FERPA**

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

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

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading **at the time the record was created.**

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or

eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests **or otherwise allowed by law**. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

#### **Notice Concerning Directory Information**

The District may disclose directory information. **The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples may include:**

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

**Under FERPA, "directory information" is generally not considered harmful or an invasion of**

privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone ~~number listing~~, and the name, address, telephone ~~number listings~~ (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team; **and**
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in School District #145.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student, **or would otherwise not be in a student's best interest.**

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. **Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.** The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education

records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Lancaster County Sheriff's Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

**Section 7 : Military Recruiters**

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

**Section 8 : Student Privacy Protection Policy**

It is the policy of School District #145 to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term

“instructional materials” for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator’s intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general

practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students

in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## **Section 9 : Parental Involvement**

### **A. General - Parental/Community Involvement in Schools:**

School District #145 welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District’s policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor

and administrator. Parents' continued attendance at such activities will be based on the students' well-being.

7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

## **Section 10 : Homeless Students (Board Policy 5060)**

School District 145 will comply with the federal and state law related to homeless students.

A "homeless child" for purposes of this Policy is a child who lacks a fixed, regular, and adequate nighttime residence, as defined by applicable federal and state law related to homeless students. An "unaccompanied youth" is a child who is not in the physical custody of a parent or guardian.

1. Homeless Coordinator: The District's designated Homeless Coordinator is the Superintendent. The Homeless Coordinator may delegate the specified duties as the Homeless Coordinator determines to be appropriate. The Homeless Coordinator shall serve as the school liaison for homeless children and youth.
  - a. Responsibilities. The responsibilities of the Homeless Coordinator are to assist with identification, enrollment, and placement of homeless children and to provide staff development activities to all school personnel regarding the educational rights and needs of homeless children and youth. The Homeless Coordinator shall ensure that:
    - i. homeless children are identified by school personnel;
    - ii. homeless children enroll in, and have a full and equal opportunity to succeed in school;
    - iii. homeless children and their families receive educational service for which

- they are eligible and referrals to health, dental, and mental health services and other appropriate services;
- iv. the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
  - v. public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens;
  - vi. enrollment disputes are mediated in accordance with law; and
  - vii. the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.
- a. Coordination. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. Coordination activities with area shelters and other homeless service providers are to be established by the Homeless Coordinator.
  - c. Financial. The Homeless Coordinator shall ensure that financial records are maintained to show expenditures are for authorized activities. Title I, Part A homeless set-aside funds are also to be used for services for homeless children. Materials and equipment purchased with grant funds are properly identified and inventoried.
  - d. Program Activities. The Homeless Coordinator shall design program activities to meet the greatest need as determined by the District and homeless service providers.
  - e. Documentation. The Homeless Coordinator shall document the number of homeless children and youth receiving services.
  - f. Student Records. The Homeless Coordinator shall ensure that any record ordinarily kept related to students, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, are to be maintained so that the records of a homeless child are available, in a timely fashion, when the child enters a new school or school district and in a manner consistent with the Federal Education Rights and Privacy Act.
2. Enrollment and Placement of Homeless Children: The enrollment and placement of homeless children shall be in compliance with federal and state law.
- a. Enrollment. A homeless child shall be immediately enrolled even if the child is unable to produce records normally required for enrollment. Lack of previous

school records, immunization and medical records, birth certificate, or other documentation from the previous school will not delay the enrollment of a homeless child or youth. Guardianship issues, uniform or dress code requirements, and residency requirements will not be obstacles to delay or deny enrollment. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

- a. Obtaining Records. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.
- b. Placement. Placement decisions for a homeless child shall be made according to the District's determination of the child's best interests.
  - i. The placement shall be at either:
    1. The child's "school of origin," which is the school that the child attended when permanently housed or the school in which the child was last enrolled; or
    2. The school of the attendance area in which the child is actually living.
  - ii. If placed in the school of origin, the placement shall continue for the duration of the child's homelessness. If the child becomes permanently housed (no longer homeless) during the school year, the placement in the school of origin will be continued for the remainder of that school year.
  - iii. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or in the case of an unaccompanied youth, the youth.
  - iv. Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian.
  - v. If the homeless child is an unaccompanied youth, the Homeless

Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal.

- vi. The grade placement for the homeless child will be the appropriate grade level as determined by the building principal or designee using the same procedures that are used for placing non-homeless children attending that school.
3. Educational Services and Stigmatization or Segregation: It is the District's policy that homeless children not be stigmatized or segregated on the basis of their status as homeless. Homeless children will be provided the same free, appropriate public education as other students. Homeless students will be provided services comparable to services offered to other students in the school in which the homeless child has been placed, including the following: transportation services, educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency, programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.
  4. Transportation: Transportation will be provided to homeless students to the extent required by law.
    - a. Comparable Service. Transportation will be provided to a homeless student comparable to that provided to students who are not homeless.
    - b. School of Origin. When the homeless student attends the school of origin, transportation will be provided to and from the school of origin upon request of the parent or guardian of the homeless child, or upon request of the Homeless Coordinator in the case of an unaccompanied youth. If the homeless child relocates out of the District but continues to be enrolled in this School District based on it being the school of origin, this School District will negotiate with the school district in which the child is residing to develop a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If agreement is not reached, the responsibility and cost for transportation shall be shared equally.
    - c. Eliminate Barriers. Transportation will be provided when necessary to eliminate barriers to school enrollment and the retention of students experiencing homelessness.
  5. Dispute Resolution. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
    - a. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought

pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the district contact information. The district shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

b. Dispute Resolution Process. The district's liaison will assist unaccompanied homeless youth, parent, or guardian in carrying out the dispute resolution process. The process to resolve disputes concerning the enrollment or placement of a child or youth experiencing homelessness is as follows:

- i. The district will provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought. In the case of an unaccompanied youth, the district liaison will ensure that the homeless youth is enrolled immediately in the school in which enrollment is sought pending resolution of the dispute and provides notice to such youth of the right to appeal.
- ii. The district will ensure the immediate enrollment of the homeless child or youth in the school in which enrollment is sought pending resolution of the dispute.
- iii. The district's written response will include a notice of the right to appeal. Refer to NDE, Rule 19, Section 005.03. [https://www.education.ne.gov/legal/webrulespdf/CLEAN19\\_2016.pdf](https://www.education.ne.gov/legal/webrulespdf/CLEAN19_2016.pdf)

c. Right to Appeal.

- i. Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth or an unaccompanied youth that is dissatisfied with the decision of the district after the dispute resolution process may file a written appeal with the Nebraska Commissioner of Education within thirty (30) calendar days of receipt of the decision. Refer to NDE, Rule 19, Section 005.03 for further details. [https://www.education.ne.gov/legal/webrulespdf/CLEAN19\\_2016.pdf](https://www.education.ne.gov/legal/webrulespdf/CLEAN19_2016.pdf)
- ii. A party may appeal the decision of the Commissioner or designee by filing a Petition with the State Board of Education within thirty (30) calendar days of the receipt of the decision. Refer to NDE, Rule 19, Section 005.03C for further details.

## **Section 11 : Pregnant and Parenting Students (Board Policy 5070)**

School District #145 recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent.

### Attendance and Leave of Absences

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

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

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

### Alternative Means to Complete Course Work

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

coursework.

### Lactation

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

### Child Care

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

### Privacy and Confidentiality

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

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

### Other Accommodations

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

### Bullying and Harassment

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

### Policy Dissemination

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

**Section 12 : Married Students**

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

**Section 13 : Title IX (4095)**

"The School District 145-Waverly does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, Superintendent of Schools, to the Assistant Secretary of the Office of Civil Rights, or both. "

District 145-Waverly-HR Director  
14511 Heywood  
Waverly, NE 68462  
402-786-2321

"For information regarding the District 145-Waverly procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints see Board Policy 4095 located at [www.district145.org](http://www.district145.org). The grievance procedure is located within board policy 4095.

2025-2026  
**SCHOOL DISTRICT 145**



District Calendar

August '25							September '25							October '25						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6				1	2	3	4	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

November '25							December '25							January '26						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1	1	2	3	4	5	6	4	5	6	7	8	9	10	
2	3	4	5	6	7	8	7	8	9	10	11	12	13	11	12	13	14	15	16	17
9	10	11	12	13	14	15	14	15	16	17	18	19	20	18	19	20	21	22	23	24
16	17	18	19	20	21	22	21	22	23	24	25	26	27	25	26	27	28	29	30	31
23	24	25	26	27	28	29	28	29	30	31										
30																				

February '26							March '26							April '26						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1	1	2	3	4	5	6	7	5	6	7	8	9	10	11
1	2	3	4	5	6	7	8	9	10	11	12	13	14	12	13	14	15	16	17	18
8	9	10	11	12	13	14	15	16	17	18	19	20	21	19	20	21	22	23	24	25
15	16	17	18	19	20	21	22	23	24	25	26	27	28	26	27	28	29	30		
22	23	24	25	26	27	28	29	30	31											

May '26							June '26							July '26						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	5	6	7	8	9	10	11	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	12	13	14	15	16	17	18
10	11	12	13	14	15	16	14	15	16	17	18	19	20	19	20	21	22	23	24	25
17	18	19	20	21	22	23	21	22	23	24	25	26	27	26	27	28	29	30	31	
24	25	26	27	28	29	30	28	29	30											
31																				

\*Scheduled inclement weather dates for students are May 22, 26, 27

\*Additional teacher contract days if necessary for inclement weather are May 26, 27, 28

	Start Time	Dismissal Time	Early Dismissal (Dec 23 & Last Day)	Late Start (2hr delay)
Eagle	8:10	3:10	11:25	10:10
Hamlow	8:25	3:20	11:40	10:25
WIS	8:30	3:30	11:50	10:30
MS	8:25	3:25	11:45	10:25
HS	8:40	3:40	12:00	10:40

	No School for Students
	Early Dismissal
	No Students K-5 Only

Quarter	Ends	Days	Semester	Teacher
1st	Oct. 15	44		48
2nd	Dec. 23	42.5	86.5	45.5
3rd	Mar. 11	44		46
4th	May 21	43.5	87.5	46.5
Total		174.0	174.0	186.0

**August**  
 7-New Teacher Orientation  
 8-Teacher Welcome Back  
 11-Teacher District PD, Building PD  
 12-Teacher work day in buildings  
 13-K-5 Plan Day  
 13-6th and 9th Graders First Day of School  
 14-Students First Day K-12

**September**  
 1-Labor Day; No School  
 17-HS PT Conferences  
 19-No School; Teacher In-Service K-12

**October**  
 7&9- MS PT Conferences  
 9&14- K-5 PT Conferences  
 16-No School; Teacher In-Service K-12  
 17-No School; Teacher Comp Day

**November**  
 3-No School; Teacher In-Service K-12  
 6-HS PT Conferences  
 26-28 No School

**December**  
 23-Half Day K-12 and Staff  
 24-31 No School  
 24-28 NSAA Moratorium

**January**  
 1-2 No School K-12  
 5-No School K-12; Teacher In-Service  
 6-Students back for Second Semester  
 19-No School K-12

**February**  
 12&17- K-5 PT Conferences  
 19-No School for K-5, Elementary Plan Day  
 20-No School K-12; Teacher Comp Day  
 23-No School K-12; Teacher In-Service

**March**  
 9&10- MS & HS PT Conferences  
 12-13 No School K-12 (Spring Break)  
 16-No School K-12 (Spring Break)  
 17-No School K-12; Teacher In-Service

**April**  
 3-No School K-12  
 6-No School K-12  
 10-No School K-12

**May**  
 17-Graduation  
 21-Student's Last Day-1/2 Day  
 22-Teacher Work Day-1/2 Day

Including Communities of Alvo, Eagle, Prairie Home, Walton, and Waverly  
 P.O. Box 426 Waverly, NE 68462 www.district145.org/calendars

## **Acknowledgment of Receipt Form**

### **RECEIPT OF 2025-2026 STUDENT - PARENT HANDBOOK OF SCHOOL DISTRICT #145**

This signed receipt acknowledges receipt of the 2025-2026 Student-Parent Handbook of School District #145. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

Return to:

\_\_\_\_\_  
School District #145  
14511 Heywood Street  
PO Box 426  
Waverly, Nebraska 68462

# 2025-2026

# TEACHER HANDBOOK

# SCHOOL DISTRICT #145

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Please contact the Human Resources Department for these notices.

**School District #145 Teacher  
Handbook 2025-2026 School Year**

**FOREWORD**

**Section 1 - Intent of Handbook**

Welcome to School District #145. This handbook is intended to be used by teachers and other certificated staff to provide general information about School District #145 and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the School District #145 and the Waverly Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

This handbook does not create a "contract" of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District. In the event that a staff member does not understand a provision of this Handbook, it is the staff member's responsibility to seek the administration's interpretation of such provision.

This handbook will be in effect for the 2025-2026 and subsequent school years unless replaced by a later edition.

**Section 2 - Information About School District #145**

School District #145 serves the communities of Alvo, Eagle, Prairie Home, Walton, and Waverly. Currently the district educates more than 2150 students in grades K-12 and employs over 310 staff members.

Our district's vision statement, "Inspire Our Students to Seek Excellence in Their Lives" can be seen in action every day school is in session. Our "Commitment to Excellence" is a source of pride amongst our students, staff, parents, and patrons.

The physical boundaries of School District #145 encompass approximately 300 square miles with district property in four counties: Lancaster, Cass, Otoe, and Saunders. The district is governed by a six-member board of education, elected by wards. School District #145 is a Class III school district accredited by the Nebraska Department of Education.

### Section 3 - **School Mission Statement**

Welcome to School District #145. The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment.

The mission of School District #145 is to provide its students with equitable opportunities for an essential education in an efficient manner. An essential education is one that enables students to reach the following outcomes:

- Proficient in meeting the State's academic content standards and essential learnings and such additional standards as are established by the Board of Education
- Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:
  - Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learnings in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education;
  - Is appropriate for the developmental level of the students;
  - Addresses diverse learning needs;
  - Instills a passion for learning and the importance of life-long learning;
  - Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;

- o Develops expected work ethics, as well as group participation and leadership skills;
- o Incorporates character education and multicultural education, including respect for diversity;
- o Provides for application of technology in all learning areas;
- o Provides access to advanced courses; and
- o Is organized in a schedule that is functional and meets student needs in all curriculum areas.
- Providing a supportive learning environment which includes:
  - o a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
  - o learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
  - o Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

**Section 4 - Members of the Board of Education**

Ward I	Jessica Zuniga	402-429-3980	jessica.zuniga@district145.org
Ward II	Larry Adams	402-203-2176	larry.adams@district145.org
Ward III	Scott Claycomb	402-617-3980	scott.claycomb@district145.org
Ward IV	Cole Stark	402-429-6488	cole.stark@district145.org
Ward V	Chad Kendall	402-304-8472	chad.kendall@district145.org
Ward VI	John Cooper	402-499-2707	john.cooper@district145.org

**Section 5 - Administrative Staff**

Name	Position	School	Contact Information
Dr. Cory Worrell	Superintendent	Central Office	cory.worrell@district145.org
Mikal Shalikow	Business Manager	Central Office	mikal.shalikow@district145.org
Dr. Angie Plugge	Director of Learning	Central Office	angie.plugge@district145.org
Delanie McMillan	Director of Student Services/Special Education	Resource Center Building	delanie.mcmillan@district145.org
Dr. Rik Devney	Human Resources/ Communications Director	Central Office	rik.devney@district145.org
Alan Tosi	Director of Technology	Middle School	alan.tosi@district145.org

Scott Shepard	Principal	High School	scott.shepard@district145.org
Hunter Smith	Assistant Principal	High School	hunter.smith@district145.org
Brad McMillan	Activities Director/ Assistant Principal	High School	brad.mcmillan@district145.org
Ross Ricenbaw	Principal	Middle School	ross.ricenbaw@district145.org
George Schere	Assistant Principal	Middle School	george.schere@district145.org
Craig Patzel	Principal	Intermediate School	craig.patzel@district145.org
Sara Renken	Principal	Hamlow Elementary	sara.renken@district145.org
Megan Flohr	Principal	Eagle Elementary	megan.flohr@district145.org

**Section 6-District Staff**

See School District Website [www.district145.org](http://www.district145.org)

## Article 1 – SCHOOL CALENDAR AND SCHEDULES

### Section 1 - School Calendar

See 2025-2026 School year calendar attached hereto as Appendix E.

### Section 2 - Daily Schedule

See 2025-2026 School year calendar.

### Section 3 - Shortened Schedule

See 2025-2026 School year calendar.

Waverly High School operates a 7 period day. When possible, organizational meeting will be held during the traditional day to avoid interference with bus transportation.

### Section 4 - Severe Weather and School Cancellations

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

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day, staff and parents will be notified via media broadcast. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for the remaining students.

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. In this case, teachers should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time

## Article 1 - School Calendar and Schedules

during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Emergency Conditions. School District #145 has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, teachers should implement the school's established safety procedures.

### Section 5 - **Contract Days**

Teachers are contracted for 186 contract days for school year (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

### Section 6 - **Make-Up Days**

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days will be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

## **Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS**

### **Section 1 - Employment**

A teacher is employed by School District #145 when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration and the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year teachers may be requested to accept employment for the next school year. Teachers shall be required to signify such acceptance on or before April 1, or such other date after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the April 1 or other designated date shall constitute cause for amendment of termination of the teacher's contract.

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after May 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found.

### **Section 2 - Assignments**

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District or Superintendent's designee. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, may provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the District is an integral part of the overall educational program of the District. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

### **Section 3 - Personnel File (Policy No. 4030)**

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file.

## Article 2 – Employment, Compensation and Benefits

### Section 4 - **Grievances and Complaints** (Policy No. 4010)

Employees should initially report all instances of discrimination or harassment to their immediate supervisor. However, if the employee is uncomfortable in presenting the problem to the supervisor, or if the supervisor is the problem, the employee is encouraged to go to the next level of supervision.

If the employee's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of School District #145. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

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

### Section 5 - **Compensation**

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the “negotiated agreement”), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement. Changes in a teacher’s placement on the salary schedule shall be governed by the provisions of the negotiated agreement. Teachers shall provide the Superintendent with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before August 31st of the school year in which such hours are to be credited for the teacher’s placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

Payday. (Policy No. 4525) Pay will be issued on the 8th day of the month and subject to federal and state mandated deductions. The school district will provide monthly pay to all regular school district employees through direct deposit. Employees may elect to utilize a bank of their choice. Other deductions may be designated and authorized by the employee; however, the board may limit the collective number of companies to which annuities are sent.

Wage and Deduction Information. Within ten working days after a written request is made by an employee, the superintendent or designee shall furnish the employee with an itemized statement

## Article 2 – Employment, Compensation and Benefits

listing the wages earned and the deductions made from the employee’s wages for each pay period requested. The statement may be in print or electronic format.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

### Wage Information

The District will not terminate or retaliate against any employee for inquiring about or sharing compensation information for the purpose of determining whether the District gives equal pay for equal work. However, an employee with authorized access to wage information as part of their job function, who discloses the wages of other employees to those who do not have authorized access to other employees’ compensation information, may be disciplined for such disclosure, up to and including termination, unless the disclosure is made in response to a complaint or investigation proceeding, hearing or other similar action.

### **Section 6 - Extended Duty Pay**

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid on a per diem basis for such teacher’s extended time.

### **Section 7 - Benefits**

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district’s Section 125 Plan document. Teachers shall make annual fringe benefit elections by August 31<sup>st</sup> of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix “A.”

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

## Article 2 – Employment, Compensation and Benefits

### Section 8 - **Payroll and Payroll Deductions**

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

### Section 9 - **Expense Reimbursement**

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regularly scheduled working hours between two or more work sites. Teachers shall receive approval from their supervisor before incurring any mileage. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles. A request for reimbursement shall be accurate. Any teacher who falsifies a reimbursement request may be terminated from employment.

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Building Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Building Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose. There is no guarantee that teachers will be reimbursed for the purchase of materials or meals. Therefore, teachers should obtain prior authorization from the Building Principal before making such purchases.

### Section 10 - **403(b) Salary Reduction Agreements**

The District will cooperate with any teacher who chooses to participate in an investment program under Internal Revenue Code Section 403(b), provided that (1) the certificated employee executes a "Salary Reduction Agreement" provided by the District and (2) the vendor of the 403(b) Plan has entered into a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

### Section 11 - **Overtime**

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "A" to this handbook.

## Article 2 – Employment, Compensation and Benefits

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred shall submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The Superintendent or Superintendent's designee may suspend a teacher with or without pay for the teacher's violation of District policy or rules. Such suspensions and deductions (when applicable) will be made pursuant to law.

## Article 3 – ABSENCES FROM WORK

### Section 1 - Paid Leave - Sick and Personal Leaves

#### Paid Leaves

1. *Paid Leaves Available Subject to the Terms of the Negotiated Agreement.* School District #145 makes the following forms of paid leaves available to certificated employees: Sick Leave, Bereavement Leave and Personal Leave, Adoption Leave, Association Leave and Leave without pay.
2. *Nature of Paid Leave.* Paid leave is available to employees when the following specific conditions are met: (1) the employee is currently employed by the District; (2) the paid leave day is taken on a day the employee would otherwise be expected to be at work; and (3) the employee has met the conditions that are applicable to the type of paid leave that has been requested.
3. *Leave Year.* The leave year for paid leaves is the District's fiscal year.
4. *Leave Days.* Paid leave days are provided based on the same number of hours the employee is scheduled to work on the day the leave is taken. For example, if an employee is scheduled to work 6 hours on a day that sick leave is used, the use of the sick leave on that day constitutes the use of 1 full sick day. Paid leave days may not be used in increments of less than one-half day unless otherwise specified or approved by the Superintendent.
5. [Optional] *Carry-over and Accumulation.* Unused sick leave may be carried over from one leave year to the next succeeding leave year to a maximum of 60 sick leave days. Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than 60 and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 60 days. Employees who have accumulated sick leave days in excess of said maximum prior to the 2024-2025 school year will continue to have the excess days available for use, but will not be given any additional sick leave days until their unused days are less than the maximum of 60 and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 60 days in a leave year.

#### Return from Leaves

Employees who have an accident (regardless of where or when) resulting in injury or treatment, have a major health issue such as loss of consciousness, heart attack, stroke, etc., or a major illness, must have a release to return to work that details dates of treatment, diagnosis and whether or not there are any physical restrictions. The release must be presented to the Superintendent for approval prior to returning to work.

## Article 3 – Absences from Work

All health-related absences of five or more days require a written statement from the treating physician stating that the employee is physically able to return to duty. Supervisors may request a release to return to work at any time they deem circumstances warrant. The release must be presented to the Superintendent for approval to return to work.

Employees released to return to work with restrictions must provide written documentation to the supervisor in advance of the designated return date. The supervisor will confer with the Superintendent to determine if and when the employee is able to return to work.

### Section 2 - **Payroll Deductions for Absences in Excess of Paid Leave**

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) may be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator.

### Section 3 - **Unpaid Leaves** (Policy No. 4720)

Certified staff members with three or more years of service may be granted, at the superintendent's discretion, leave without pay for a period of time up to one year. Such leave cannot be counted for vertical movement on the salary schedule. See also the negotiated agreement on file in the superintendent's office.

Certified staff members may be granted, at the superintendent's discretion, short leaves of absence without pay for personal reasons. Such leave shall be limited to once a year and no more than five days duration.

Pay deductions for approved leave without pay will include salary and benefits as calculated on a per day basis.

### Section 4 - **Jury Duty Leave** (Policy No. 4050)

Employees called to jury duty will be excused without loss of pay or benefits. The employee will receive regular salary and may keep any expense money paid by the court, but shall remit jury pay to the district.

Legal Reference:	§ 25-1640
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## Article 3 – Absences from Work

### Section 5 - **Family and Medical Leave Act** (Policy No. 4005)

#### **Employee Rights and Responsibilities under the Family and Medical Leave Act**

Family and Medical Leave Policy Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA).

The "leave year" for purposes of the FMLA shall be a "rolling" twelve-month period, measured backward from the date an employee last used an FMLA leave.

Substitution of accrued paid leaves for otherwise unpaid FMLA leaves may be required in the discretion of the Superintendent or the Board.

Employees shall be required to submit medical certifications to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the Board based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, in the Superintendent or the Board's discretion, be required. Employees shall be required to report periodically, at such times as requested by the Superintendent or the Board, on their intent to return to work from FMLA leaves and other leaves. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employee's serious health condition, or from a sick leave taken by reason of the employee's illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the Board when such is deemed appropriate by the Superintendent or the Board based upon the nature of the illness or other circumstances surrounding the leave.

An "equivalent position" for FMLA restoration purposes shall, in the case of certificated employees, be any administrative, teaching, or instruction related position for which the employee is qualified by reason of endorsement, college preparation, or experience, or other indicia; in the case of coaching or other similar extracurricular duty assignments, be any extracurricular duty assignment, and in the case of other employees or positions, be in a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a 12-month period. A covered

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servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, a teacher's health coverage under a "group health plan" will be maintained on the same terms as if the teacher had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

A teacher's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Eligibility Requirements. A teacher is eligible if her or she has been employed with School District #145 for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of School District #145 within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the teacher from performing the functions of his or her job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. A teacher does not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. The teacher must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. The teacher may choose or School District #145 may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, the teacher must comply with the District's normal paid leave policies.

Employee Responsibilities. The teacher must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the teacher is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military

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family leave. The teacher also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. The teacher also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District will provide a reason for the ineligibility.

The District will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District will notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

[www.wagehour.dol.gov](http://www.wagehour.dol.gov)

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Robin Hoffman at (402) 786-2321.

### Section 6 - **Military and Family Military Leave** (Policy No. 4051)

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a District leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for five or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly

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disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

Family military leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Legal Reference:	Neb. Rev. Stat. §§ 55-160 to 55-166 Neb. Rev. Stat. §§ 55-501 to 55-507 29 U.S.C. §§ 2611, et seq.; 29 CFR Part 825 (FMLA) 38 U.S.C. §§ 4301 to 4333; 20 CFR Part 1002 (USERRA)
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Section 7 - **Adoption Leave** (Policy No. 4223)

School District 145 may grant a leave of absence to an adoptive parent when a child is adopted and physically placed with the employee. Said leave shall be administered in the same manner and upon the same terms as granted to an employee upon the birth of the employee’s child pursuant to the district’s leave policy, or any other policy of the school district granting leave to an employee because of the birth of the employee’s child, except as provided below. Certified teachers should refer to the negotiated agreement between the Board of Education and the Waverly Education Association.

Unless determined otherwise by the Board of Education, the adoptive parent leave absence shall not be granted if the child being adopted is:

- 1) a child with special needs child over eighteen years of age;
- 2) a child who is over eight years of age and is not a special needs child;
- 3) a stepchild being adopted by his or her stepparent;
- 4) a foster child being adopted by his or her foster parent; or
- 5) a child who was originally under a voluntary placement for purposes other than adoption without assistance from an attorney, physician, or other individual or agency which later results in a petition for the adoption of the child by the person with whom the voluntary placement was made.

A child with special needs may include a child with intellectual disabilities, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, serious emotional disturbance or behavior disorders, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities.

Legal Reference:	§ 48-234
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Section 8 - **Subpoena to Testify Leave**

A teacher must promptly notify the Building Principal when the teacher receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the teacher is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

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In the event the subpoena involves a personal matter, the teacher will be required to use available leave days. The Superintendent shall make the final determination as to whether a matter is personal to the teacher.

#### Section 9 - **Voting Leave**

Teachers will be allowed paid time off to vote in an election if the teacher: (a) is a registered voter; (b) does not have 2 consecutive hours between the time of the opening and closing of the polls during which the teacher is not required to be present at work; and (c) applies for voting leave prior to or on election day with the Building Principal.

When voting leave is available, a teacher will be entitled to be absent from work on election day for such period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the teacher's salary on account of such absence. The Building Principal may specify the hours during which the employee may be absent for voting leave.

Legal Reference:	§ 32-922
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## **Article 4 – DUTIES AND RESPONSIBILITIES**

### **Section 1 - Hours of Work & Meetings (Policy No. 4515)**

The general work day for teachers is from 8:00 AM until 4:00 PM. However, teachers are on call until 5:00 P.M. Teachers shall be scheduled for a 30-minute uninterrupted lunch break. The superintendent or principals may on occasion require teachers to report for duty prior to 8:00 A.M. or remain beyond 4:00 PM to discharge assigned professional duties that include but are not limited to teacher meetings, committee assignments, student staffings, and parent conferences. Principals may require teacher attendance and supervision at evening events such as open houses, conferences, meetings, parent-teacher conferences, and scheduled student activities. Attendance at required events is part of teachers' professional responsibility in addition to the regular school day.

Principals may exercise their discretion in releasing teachers after students have been dismissed on Fridays and days prior to vacation breaks.

### **Section 2 - Arrival to Duty Assignments**

Elementary school teachers are to be in the building by no later than 8:00 a.m., to be in their classroom no later than 8:05 a.m., and to remain on duty until 4:00 p.m. Secondary school teachers are to be in the building by no later than 8:00 a.m., to be in their classroom no later than 8:05 a.m., and to remain on duty until 4:00 p.m. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 15 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 15 minutes after their class or assignment ends. During the school day, teachers are to be in their assigned classroom at least five minutes before each period begins to assure that students are not unsupervised within the classroom.

### **Section 3 - Leaving School**

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the Principal's office.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving, and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

### **Section 4 - Lesson Plans**

Teachers will prepare written lesson plans which cover at least three days of advance instruction. The plans must be in the plan book. Teachers shall maintain the plan book, including lesson

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plans, class rosters, and other relevant materials in the top right hand drawer of the teacher's desk. If that is not possible, the plan book should be kept in a place in which the plan book will be readily available in the teacher's absence. If the plans are in electronic format, the teacher must give the Building Principal access to these materials

The lesson plans must be sufficiently clear in establishing objectives and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The plan book must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

### Section 5 - **Daily Class Record Books**

Every teacher is required to keep a complete and easily understandable written or electronic record of the attendance and achievement of every student in a class record book. This class record book must be kept current and include the following minimum information in a readily understandable fashion:

1. The names and any assigned student numbers of all students enrolled in the class at the beginning of the semester.
2. The name and date of entry for each student who enrolls after the semester opens.
3. The date of withdrawal for each student who withdraws from the class previous to the close of the semester—dropouts or early withdrawals.
4. A complete record of the attendance of each student enrolled showing:
  - A. Days on which the student was tardy.
  - B. Days on which the student was absent, with a differentiation between excused and unexcused absences.
5. A complete report of all recorded grades for each student. There is no minimum requirement for the frequency of recorded grades (or for the giving of written lessons or examinations). Be sure that you test frequently enough and that you record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents.

Upon request, a student's individual record in the teacher's class record book shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

Because the entries in the class record book constitute a source of original entry for information which may be needed in the absence of the teacher, teachers are required to deliver the teachers' class record books to the Principal at the close of the school year for filing in the permanent records. Teachers who return to School District #145 and who wish to refer to the previous year's class record book may request the return of the class record book. Such books shall again be brought to the office for permanent filing when the teacher is finished with them, or at the close of the current term.

### Section 6 - **Classroom and School Procedures**

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

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### 1. Bulletin Boards

Each teacher shall be responsible for completing an appropriate bulletin board regarding curriculum related matters in their primary classroom. Bulletin boards are to be completely changed no less that twice during each school year.

### 2. Text Book and Room Inventory

All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them. Teachers shall work with the Building Principal to inventory electronic devices.

### 3. Use of Cell Phones

Teachers shall not use personal cell phones for any purpose during duty time.

Teachers are not to use cell phones or otherwise engage in distracted driving while transporting students. This rule applies to the driver regardless of whether the vehicle is in motion.

The only exception to these rules is in the case of emergencies.

Teachers will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants.

### 4. Use of Teacher Aides

Teacher aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Teachers ultimately bear responsibility of the actions that occur in the classroom. A teacher aide is not a sufficient substitute for a teacher's duties. Teacher aides may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating grades and recording grades. Teacher aides are to work only on their assigned work days and within their assigned work day. If the teacher desires the aide to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

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### 5. Use of Student Aides

Student aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are never to be given to students, whether they are student aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

### 6. Checking Out of Equipment

All equipment must be checked out through the Building Principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee.

### 7. Requisition of Equipment and Supplies

Books and supplies which are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

### 8. E-mail

Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited to emergency situations, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

### 9. Teacher Mail Box

Each teacher will be assigned a mailbox located in the teacher lounges or work areas. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer teachers are responsible for responding promptly. Teacher mail boxes are to be limited to communications regarding school business.

### 10. Teachers Meetings

Teachers' meetings will be held at various times throughout the school year. All teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

## Section 7 - **Supervision of Students**

Proper supervision of students is necessary for teachers and other adults responsible for students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

### 1. Proper Supervision

- Report to all duty assignments on time.

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- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave the classroom unattended; the need to make a copy is not greater than the need to supervise students. If an emergency requires that a teacher leave the classroom, request that another nearby staff member cover the class, or notify the office so someone can provide assistance. If the teacher is on recess duty, the teacher's responsibility is to supervise the students in the assigned area. When talking with other adults or students, the primary duty is supervision and the teacher is to be aware of what all students are doing.
- If the teacher has seen or has been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the teacher's supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited at School District #145. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Be careful with language. Profanity or abusive language should not be used. Teachers must be a good role model for students. If a student uses such language, the teacher should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

### 2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger, as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When going over safety rules with students, note it in your written records (e.g., your lesson plan book or daily reports).
- Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules, contact the student(s) to review the same information and also note that contact in your written records.

### 3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the Principal immediately so repairs may be undertaken.

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### 4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the Principal immediately so additional warnings may be given.

### Contact the Principal for Assistance

The Principal should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the Principal cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

### Student Searches

The Principal should also be contacted before performing searches of students or their belongings. A student suspected of having an item in violation of school rules should be directed to wait until another adult is present, or to follow the teacher to the office if the teacher cannot leave his or her assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

### Student Rights

Students should be treated fairly and given the same treatment without consideration of race (including skin color, hair texture and protective hairstyles), color, religion, gender, or disability. Students who need reasonable special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

## **Section 8 - Managing Student Conduct**

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for all students in the hallways, in the rest rooms, at assemblies, at pep rallies, in other open spaces and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying

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with the process required for student discipline.

1. On the first day of class, students must be made aware of classroom expectations. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the Principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the Principal. Be sure to state the problem clearly and expectations in terms of assistance, as, at times, the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the Principal or the counselor when sent.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in the District and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

### Section 9 - Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be

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stored in the nurse’s office; with the exception of students who have a diabetes self-management or asthma self-management plan. Medical procedures are not to be administered in the classroom except in accordance with the District’s Safety and Security Management Plan and the District’s Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student’s condition, during school hours, it is the responsibility of the parents or guardians to sign permission slips to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student’s condition. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student’s name, name of medication, dosage needed, and time of dispensing the medication.

Any questions about these rules are to be addressed with the Principal.

### Section 10 - **Reporting Child Abuse and Neglect** (Policy No. 5073)

School employees shall promptly report to the appropriate law enforcement agency and the principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term “promptly” means “within a 24-hour period.”

### Section 11 - **Curriculum – Assessments**

#### 1. State Assessments.

School District #145 has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards.

Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.

The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.

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Assessment results are to be reported by the teachers in the manner and within the time directed by the administration. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

### 2. Achieving Valid Assessments.

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.

For purposes of this policy, student assessments include both “standardized assessments” (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and “coursework assessments” (e.g., classroom tests, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:

- a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.
  - i. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.
  - ii. Coursework Assessments. Coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using “test banks.” For coursework assessments that are given on a repeat basis to students at different times (e.g., a test that is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.
- b. Teaching for Success on Assessments.

It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student’s knowledge, and not simply test preparation.

- i. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to “teach to

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the test” by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. “Cramming” assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.

- ii. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.
- c. Conditions for Successful Assessments.
- i. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.
  - ii. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.
  - iii. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.
- d. Full Participation. Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the Principal.
- e. Assistance During Assessments.

## Article 4 – Duties and Responsibilities

- i. Standardized Assessments. Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student’s 504 Plan or IEP. This includes giving “hints,” giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment) or allowing students access to mechanical aids (e.g., calculators).
  - ii. Coursework Assessments. For coursework assessments, students may be allowed access to instructional materials or mechanical aids only when all students being given the assessment are given the aids and use of the aids does not hinder the students from learning the content of the lesson.
- f. Student Answers. Assessments are to reflect the students’ work as submitted by the students. During the assessments, educators are to monitor students to make sure directions are being followed (e.g., students are using a No. 2 pencil on all “bubble” sheet assessments and completely erase mistaken answers and extra marks on “bubble” sheet assessments). Educators are not to change answers on a student’s assessment sheet or otherwise participate in the submission of false or misleading assessment results.

Violations of these rules and expectations will be considered to be a breach of the District’s standard of ethics and may result in disciplinary consequences. Educators shall immediately report suspected violations of the expectation to the administration.

## Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

### Section 1 - Professional Ethics Standards

The School District #145 expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to “educator” shall include all certificated employees of the District.

#### **Preamble**

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

#### **Principle I - Commitment as a Professional Educator:**

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.

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- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

### **Principle II - Commitment to the Student:**

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. Shall not discipline students using corporal punishment.

### **Principle III - Commitment to the Public:**

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.

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- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

### **Principle IV - Commitment to the Profession:**

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

### **Principle V - Commitment to Professional Employment Practices:**

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

## Section 2 - **Evaluations** (Policy No. 4715)

### Purpose

The fundamental purpose of teacher evaluation is to improve instruction in the district's schools. Also, the certified staff evaluation process will provide a basis for administrator decisions in recommending continued employment for certified staff. Moreover, information gleaned from annual certified staff evaluations will be utilized in designing staff growth and in-service programs for certificated personnel. These purposes reflect and are consistent with the district's

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instructional goals. evaluation process will provide a basis for administrator decisions in recommending continued employment for certified staff. Moreover, information gleaned from annual certified staff evaluations will be utilized in designing staff growth and in-service programs for certificated personnel. These purposes reflect and are consistent with the district's instructional goals.

### Procedures

Evaluation procedures will be communicated annually to certificated personnel; evaluations will be completed using the district approved process in compliance with the established district timelines; evaluations will be completed using the district approved forms. Employees' evaluation documents will be maintained in the district-approved records management system, with the certified staff member reserving the right to append a narrative response or rebuttal to said evaluation. Deficiencies, when specified, will be accompanied by recommendations for improvement and timelines for implementation. The district evaluation procedures, process and forms are listed in the District 145 Evaluation Handbook.

As a minimum, each formal observation will consist of a period (1) pre-conference, (2) classroom visitation for the entire period, and (3) post-visitation conference.

A committee of teachers and administrators will be convened periodically to review and update the evaluation instrument.

### Personnel to be Evaluated

Each probationary teacher (for three years) will receive a minimum of one formal observation each semester;

Each permanent certified employee shall be evaluated according to the approved district process.

### Section 3 - **Role Model**

At all times, teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

#### A. Notification of Arrest, etc. (Policy No. 4023)

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
  - a. The maximum penalty for the crime equals or exceeds six months incarceration;
  - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
  - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
    - i. Would impact the responsibility to be a role model for students;

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- ii. Would impact the teacher’s ability to operate a motor vehicle if the teacher at times needs to travel during duty time or the teacher at times drives our students, including on extracurricular activities; or
    - iii. Would impact the teacher’s Commercial Drivers License if the employee's job requires that the employee have a CDL.
  - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on school property or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
  - e. Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.
2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee’s position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee’s position.
3. Child Abuse. The teacher becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employee must give full disclosure of any Child Protection Act investigation that resulted in an “inconclusive” determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee’s confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, including termination.

### B. Civility

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with School District #145. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

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Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, unprofessional, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, social media communications and email messages.

Any teacher aware of another teacher’s uncivil behavior shall report the conduct to the teacher’s immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

C. Visitors to Teachers

Teachers are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Superintendent or designee. Teachers are responsible for ensuring that their visitors follow posted procedures for being on School District #145’s property. Teachers are not to bring their children to work with them in lieu of taking them to childcare.

D. Tobacco (Policy No. 4021)

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Legal Reference:	§§ 71-5716 to 71-5734
Date of Adoption:	

E. Complaints or Concerns of Teachers

Teachers are to inform School District #145 of any complaints or concerns about the operations of School District #145 using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of School District #145 and a duty of all of the District’s employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their office, department, or position, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3)

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maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications must be accurate, demonstrate sound judgment, and promote School District #145 mission. Employees must ensure that all applicable laws and regulations are followed by School District #145 and its employees. In the event a teacher becomes aware of any such non-compliance, the teacher is to report such to the teacher's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of School District #145.

Teachers are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

School District #145 will not tolerate unlawful retaliation against a teacher for engaging in legally protected activity. A protected activity includes a teacher's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other teacher may result in serious disciplinary action up to and including termination. Any teacher may file a complaint with the Administration or appropriate Coordinator if the teacher feels that they have experienced unlawful retaliation in any form.

### Section 4 - **Relationships**

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students and the community, including parents and patrons. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being prompt and responsive to questions and concerns, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

### Professional Boundaries Between Employees and Students (Policy No. 4025)

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

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student grades).

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- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as

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describing a party that the employee attended.

- Discussing another student’s or employee’s personal matters when it is not appropriate outside of the instructional setting.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

### Section 5 - **Professional Attire** (Policy No. 4075)

The Board of Education expects that all staff, including substitute workers and volunteers will be appropriately attired and groomed in accordance with the specific and general guidelines of this policy and their respective assignments. Students, parents, patrons, and members of the school community continuously observe staff members. It is of paramount importance that the members of the staff set good examples in conduct, manners, dress, and grooming. Should an interpretation of “appropriate” be needed, the building administrator or supervisor will determine whether any particular mode of dress, apparel or grooming is not in compliance with the intent of this policy.

Specific examples that are considered to be inappropriate include spandex apparel, leggings, warm-up suits, no jeans or overalls of any color or fabric are permitted (except as approved for field trips and/or special events).

Administrators may on occasion deviate from this policy for special activities or events and may authorize attire as appropriate for specific work assignments such as physical education, coaching, industrial technology, agriculture, and welding. It is the expectation of the Board of Education that all staff will contribute to the formation of a positive, professional public image by maintaining high standards of personal appearance through appropriate attire and grooming.

### Section 6 - **Private Tutoring**

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher’s class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher’s private tutoring services in the school or in the school’s communications systems except with the express permission of the Superintendent or designee.

### Section 7 - **Outside Employment**

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who

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are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

### Section 8 - **Safe Pupil Transportation Plan** (Policy No. 3110)

The Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in pupil transportation vehicles. See Board Policy 3110 for additional information.

### Section 9 - **Employee Fundraising**

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowd funding initiative) must obtain prior approval from the Superintendent or Superintendent's designee before taking any action to fundraise.

An employee who receives permission to fundraise shall abide by the following requirements:

- a. The employee shall inform the Superintendent or Superintendent's designee of any content (including online messages or requests) that the employee intends to publish.
- b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.
- c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent's designee as to how the money was spent.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

## **Article 6 – ACADEMIC MATTERS**

### **Section 1 - Purpose and Goals of Academic Achievement**

The School District #145's Board of Education is committed to providing a quality education for all School District #145' students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

### **Section 2 - Teaching to Student Understanding to Assure Learning**

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

### **Section 3 - Instruction in the Curriculum**

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

### **Section 4 - Measuring and Reporting Academic Achievement**

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record at least two grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. **GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.**

Recording Grades. Each teacher shall record grades in the daily class book or other applicable electronic format. A sufficient number of grades must be recorded in the grade book to justify

## Article 6 – Academic Matters

all quarter and semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress in [insert grade levels] are as follows:

### **GRADING SYSTEM – WMS Grades 6-8 and Grades 9-12 (Board Policies 5021 and 5023)**

A = 93 - 100

B = 85 - 92

C = 77 - 84

D = 69 - 76

F = 0 - 68

I = Incomplete

P = Achieving to ability, credit awarded

The preceding grade scales are expected to be used according to the following guidelines:

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester; not an average of two nine-week marks).
4. Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

### Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

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Reduced Credit. Some students in certain situations may qualify for less than the number of credits normally granted for a course. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All cases of reduced credit should be approved by the Principal.

Reports to Parents. Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are made available to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, first semester, third quarter, and second semester.

The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire 18 weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are made available to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Mid-Quarter Progress Reports To Parents. Mid-quarter progress reports are prepared at or near the middle of the fourth and the thirteenth weeks of each semester. These reports will be mailed to all parents.

### Section 5 - **Parent-Teacher Conferences**

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, Parent-Teacher conferences will be scheduled and held during the school year each semester. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from

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attendance at Parent-Teacher conferences in writing by the Superintendent. The schedule setting forth the dates and times for the Parent-Teacher conferences for the school years is as follows:

Schedules for Parent/Teacher Conferences are set during the school year.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher conference.

## **Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT**

### **Section 1 - Drug-Free Workplace (Policy No. 4020)**

#### **ALCOHOL AND ILLICIT DRUG USE PROHIBITED**

The board of education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers, and students on school property or at any school sponsored event or activity. Any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures. Also, the board authorizes the district school administrators or their representatives to discipline employees, volunteers, or students, consistent with pertinent state and federal law, for any violations of this policy. Discipline for employees may extend to a recommendation for dismissal. While the board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition of continued employment. Discipline for students may include suspension, expulsion, and/or a referral to a rehabilitative agency. Information on area agency rehabilitative services may be obtained from any of the school counselors.

The board will carry out and support curricular materials and activities that teach about the harmful effects of alcohol and illegal drugs and serve as prevention and intervention programs.

Finally, the board directs that this policy be included in all staff and student handbooks and that this policy be posted in staff lounges and workrooms.

### **Section 2 - Smoke and Tobacco-Free Workplace (Policy No. 4021)**

In order to promulgate a healthy environment for students and staff and to encourage healthy behaviors in students, it is the board's policy that there will be no tobacco use in any school building or school vehicles at any time. Furthermore, in a like manner, tobacco use is prohibited on school grounds at all times. This regulation applies to all students, staff, patrons, and visitors.

### **Section 3 - Weapon-Free Workplace**

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sandclub, metal knuckles, or throwing star;

## Article 7 - Use of School Facilities and Equipment

6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
7. Any electronic device designed to discharge immobilizing levels of electricity, such as a stun gun; and
8. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and it shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
9. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
10. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession or within reach (such as in the teacher's vehicle), as well as in a teacher's desk, locker, briefcase, backpack, or purse.

### Section 4 - **Internet Usage Information & Requirements** (Policy No. 4043)

The faculty at School District 145 utilize Internet access to supplement the curriculum. Students will not be able to randomly search the internet. Teachers will provide direct explicit instruction and will supervise students when the Internet is being used. Teachers need to follow the provisions of Board Policy 4043 in regards to appropriate use.

#### Administrative Regulations for Board Policy 4043

District 145 uses content filtering and protection measures, which blocks and/or filters Internet access to prevent access to certain Internet sites that are not in accordance with the policies of the District.

The filtering measures that block or filters Internet access may be disabled by an authorized staff member for bona fide research purposes or for specific sites if recommended by a District administrator or approved by a District technology staff member. An authorized District technology staff member may override these protection measures to provide access to a site for a

## Article 7 - Use of School Facilities and Equipment

student, during which time the student will be monitored directly by the authorized staff member or designee.

Any issues with the content filtering systems need to be brought to the attention of the administration, or the District Technology Director. These filtering systems are not guaranteed to filter all content that is not in line with the policies and educational goals of District 145, therefore all Internet use is at the liability of the user.

### **Objections to Internet Protection Policies:**

An individual who has been granted access to the Internet and desires to access an Internet site that is not compliant with board policy may challenge the enforcement of the policy according to the following procedures:

Internet site review requests should be directed to a member of the District technology staff in writing for consideration. If it is determined that the site has educational purpose, the site may be unblocked or a change may occur in the filter of that site. The educational validity of the site is subject to the review of the Technology Director and/or administration.

If deemed appropriate for educational or work-related purposes, the Technology Director or designee will unblock the site. Challenges to the application or enforcement of Internet Safety Policy that cannot be resolved will be addressed through the District 145 administrators and the established grievance procedures.

### **Regulations for District 145 staff receiving a laptop computer or other technology device:**

Laptop computers, I-pad, I-pod, or other mobile device will herein be referred to as a "technology device." The technology device assigned to a staff member is to be utilized to support all school related activities. The technology device must accompany the staff member to school every day that school is in session. The technology device can leave school with the staff member but must return the following school day.

The staff member is responsible for the safety and security of the assigned technology device at all times. The technology device shall be secured in a locked drawer, office, cabinet, or closet when not in use before, during or after the school day. The staff member accepts the responsibility if the assigned technology device is left in a vehicle in which theft or damage from temperature extremes could occur.

The assigned technology device is the property of District 145 and will be managed by the Technology Department. The technology device shall be labeled for the purpose of property identification. The tag will not be removed for any reason.

The assigned technology device will need periodic upgrades and/or repairs that will be performed by the Technology Department. The technology device shall not be used by an

## Article 7 - Use of School Facilities and Equipment

unknown or unauthorized person. All contents of technology device can be accessed at any time necessary by the Technology Department or Administration.

If software/hardware problems arise, the laptop/computer may need to be restored to its original settings, which may result in all work files lost during the restore process. The employee will maintain backups of all files to an external device or file server. All files housed on the technology device are the property of District 145 and may be accessed by the Technology Department or Administration at any time.

The employee may be responsible for any costs that can be attributed to negligence, intentional misuse, carelessness, or the loss of the technology device and/or all peripheral items. Vandalism is defined as any willful or malicious act of destruction or an attempt to harm or destroy any hardware, software or data belonging to District 145 or another user. This includes uploading or creation of computer viruses. Vandalism will result in the employee paying for repair and/or technician time to restore the technology device to previous conditions.

It is expected that each employee assigned a technology device understands the responsibility for following and abiding by policies and regulations at all times while using any technology device. Upon resignation from the District, the assigned technology device will be returned to the Technology Department in working order and all files will be removed prior to reassignment in the District.

### Section 5 - Use of School Facilities (Policy No. 4040)

Teachers will be issued keys to the school. Teachers shall not lose their keys and shall not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

### Section 6 - Care of School Property

Teachers are responsible for the proper care of all books, equipment, computers, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired (if possible) and appropriate responsibility for the cost of replacement or repair may be determined.

## Article 7 - Use of School Facilities and Equipment

### Section 7 - Use of Cell Phone

Teachers shall not use personal cell phones for any non-school purpose during teacher duty time.

### Section 8 - Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise to contact the teacher while engaged in the teacher's duties. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit.

### Section 9 - Security of Desks and Lockers

Offices, teacher desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. The school exercises exclusive control over school property and reserves the right search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

### Section 10 - Video Surveillance

School District #145 is monitored by security systems. Information gathered through use of the security cameras can and will be used in the investigation of incidents that occur on school grounds. School officials may access and review videotapes from the security cameras as they deem necessary.

### Section 11 - Recording of Others (Policy No. 1102)

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

## Article 7 - Use of School Facilities and Equipment

### Section 12 - **Bulletins and Announcements**

Each teacher shall be responsible for completing appropriate bulletin boards regarding curriculum related matters in their classroom and designated locations through the school building.

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

### Section 13 - **Copyright and Fair Use Policy** (Policy No. 6800)

All district staff shall adhere to the provisions of the federal copyright law and maintain high ethical standards in using copyrighted materials. Persons securing permission, licenses, or entering into other contractual arrangements shall maintain adequate records regarding the use of copyrighted materials. The district shall provide no legal support to any employee who violates the copyright law. Willful infringement of this law by students or staff may result in disciplinary action.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright.

### Section 14 - **Lost and Found**

Teachers who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

### Section 15 - **Safety** (Policy No. 6360)

#### Safety Program and Safety Committee

The District has established safety committees and safety plans, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with these plans. These plans may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers' association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers' association representative of the safety committee, (2) contact the President of the teachers' association, or (3) contact the Safety Committee in care of the Superintendent.

#### Safety Practices

## Article 7 - Use of School Facilities and Equipment

Guidelines for safe work practices which teachers should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

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

### Use of Personal Vehicles

Teachers who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Teachers will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid. Teachers who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Teachers are not to use cell phones while driving a school vehicle or while transporting children.

### Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

## Article 7 - Use of School Facilities and Equipment

### Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

## Article 8 – STATE AND FEDERAL PROGRAMS

### Section 1 - **Notice of Nondiscrimination** (Policy No. 4010)

The School District #145 does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected category in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

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

The U.S. Equal Employment Opportunity Commission (EEOC)  
Gateway Tower II  
400 State Avenue, Suite 905  
Kansas City, KS 66101  
(800) 669-4000; TTY: (800) 669-6820; Fax (913) 551-6957

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix “D” to this handbook.

### Section 2 - **Designation of Coordinators** (Policy No. 4010)

Any person having inquiries concerning the District’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is

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School District #145, Box 426, Waverly, NE 68462; phone number (402) 786-2321.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	HR Director
Title IX	Discrimination or harassment based on sex; gender equity	HR Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

**Section 3 - Anti-discrimination & Harassment Policy (Policy No. 4010)**

**ZERO TOLERANCE FOR HARASSMENT**

School District 145 – Waverly is committed to offering employment based on ability and performance, in a productive climate, free of discrimination. Harassment of any kind by supervisors or co-workers will not be tolerated. In addition, School District 145 – Waverly will protect employees in the workplace.

In general, ethnic or racial slurs, jokes or other verbal or physical conduct relating to a person’s race (including skin color, hair texture and protective hairstyles), color, age, sex, national origin, religion, **military or veteran status**, marital status, or disability constitute harassment when they unreasonably interfere with the person’s work performance or create an intimidating work environment.

Sexual harassment by members of the same or opposite sex has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or other physical and verbal conduct of a sexual nature by supervisors or others in the workplace.

Sexual harassment may also exist when co-workers (or non-employees, such as vendors and clients) engage in such conduct, when the conduct unreasonably interferes with an employee’s work performance or creates an intimidating, hostile, or offensive work environment.

If an employee believes that he/she is being harassed by another employee, supervisor, or any

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other person in connection with his/her employment, he/she should bring the incident to the attention of his/her supervisor. If that would prove to be uncomfortable or the employee is not satisfied with his/her supervisor's handling of the complaint or feel more comfortable bypassing his/her supervisor, the matter should be brought to the attention of the principal.

If the employee is still not satisfied with the handling or outcome of the complaint, or he/she feels more comfortable bypassing the other steps, the matter should be taken to the Superintendent. School District 145 – Waverly will promptly investigate all allegations of harassment in as confidential manner as possible and take appropriate corrective action if warranted.

Under no circumstances will a supervisor be allowed to threaten or retaliate against an employee who alleges harassment.

For more information refer to Board Policy 4010.

#### **Section 4 - Grievance Procedure for Persons with a Disability**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the

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request for reconsideration, the Coordinator shall promptly forward the

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request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).

- 7. A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

<b>Legal Reference:</b>	Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq. Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;; Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq. Section 504 of the Rehabilitation Act of 1973 (Section 504) Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k) Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq. Neb. Rev. Stat. § 79-2,115, et seq
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**Section 5 - Confidentiality of Student Records (FERPA) (Policy No. 5026)**

Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Schools must have written permission from the parent or guardian to release any information from a student’s education record. Educators shall “keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law”.

A file relating to a student shall exist. All materials placed in the student’s file and originating with the school district shall be available to the student and his/her parent or guardian on request for inspection in the presence of the person(s) responsible for keeping the files.

The student shall have the right to answer any material filed and the answer shall be submitted to the person(s) responsible for keeping the files, who shall attach to it all file copies.

Test results and records prepared by any department shall be made available to principals and to the superintendent in a confidential manner.

**Section 6 - Disclosure of Student Information to Military Recruiters and Colleges (Policy No. 5016)**

The District will provide access to routine directory information to each student in a high school grade upon request made by a military recruiter, unless the student’s parent or guardian has submitted a written request that the student’s information not be shared with a military recruiter.

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The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students.

If a parent or guardian does not want his or her student’s information to be provided to a military recruiter, the parent must submit a written request to the Superintendent.

### Section 7 - **Disclosure of Staff Qualifications**

At the beginning of each school year, upon the request of a parent, if the District receives Title I funding, the District will notify the parents of information regarding the professional qualifications of the student’s classroom teachers, including at a minimum, the following:

- (A) Whether the student’s teacher—
  - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - (iii) is teaching in the field of discipline of the certification of the teacher.
- (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### Section 8 - **Student Privacy Protection**

Federal law requires the District to protect the privacy of students. Further information about student privacy and the District’s policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the ESSA and related Board policy, as follows:

- 1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
- 2. Student surveys which involve “sensitive” matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents and family members the opportunity, in advance, to “opt-out” their child from the survey. Sensitive matters include:
  - 1. Political affiliations or beliefs of the student or the student’s parent;
  - 2. Mental or psychological problems of the student or the student’s parent;
  - 3. Sex behavior or attitudes;
  - 4. Illegal, anti-social, self-incriminating or demeaning behavior;
  - 5. Critical appraisals of other individuals with whom the student has close family relationships;
  - 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - 7. Religious practices, affiliations, or beliefs of the students or the student’s parent;

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8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents and family members upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

### Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act (“ESSA”). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

### **Section 9 - Parental and Family Involvement**

#### General - Parental/Community Involvement in Schools

The District’s policy is to welcome parental and family involvement in the education of their children. As a part of this policy, employees are expected to:

1. provide parents and family members timely information about their child’s progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student’s academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents and family members upon request;
3. permit parents and family members access to their child’s records according to law and school policy;
4. encourage parents and family members to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
5. assure that testing occurs to assure proper measurement of each child’s educational progress and achievement;
6. permit parents and family members to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
7. notify parents and family members of student surveys in accordance with district

## Article 8 – State and Federal Programs

policy, obtain parental permission for surveys where required by District policy or law, and allow parents and family members to opt-out of such surveys in accordance with District policy and law; and

8. encourage parents and family members to express their concerns, share their ideas and advocate for their child's education.

## Article 8 – State and Federal Programs

### Section 9 - **Homeless Students** (Policy No. 5060)

Federal law requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

### Section 10 - **Breakfast and Lunch Programs** (Policy No. 3120)

The District participates in the National School Lunch Program. Teachers are expected to keep information about the participation of students in the program confidential.

### Section 11 - **Confidentiality of Protected Health Information**

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

## Appendix E - School Calendar

# 2025-2026 SCHOOL DISTRICT 145



August '25							September '25							October '25						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	5	6	7	8	9	10	11	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	12	13	14	15	16	17	18
10	11	12	13	14	15	16	14	15	16	17	18	19	20	19	20	21	22	23	24	25
17	18	19	20	21	22	23	21	22	23	24	25	26	27	26	27	28	29	30	31	
24	25	26	27	28	29	30	28	29	30											
31																				

November '25							December '25							January '26						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1	1	2	3	4	5	6				1	2	3		
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
30																				

February '26							March '26							April '26						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
							29	30	31					26	27	28	29	30		

May '26							June '26							July '26						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	5	6	7	8	9	10	11	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	12	13	14	15	16	17	18
10	11	12	13	14	15	16	14	15	16	17	18	19	20	19	20	21	22	23	24	25
17	18	19	20	21	22	23	21	22	23	24	25	26	27	26	27	28	29	30	31	
24	25	26	27	28	29	30	28	29	30											
31																				

\*Scheduled inclement weather dates for students are May 22, 26, 27

\*Additional teacher contract days if necessary for inclement weather are May 26, 27, 28

	Start Time	Dismissal Time	Early Dismissal (Dec 23 & Last Day)	Late Start (2hr delay)
<b>Eagle</b>	8:10	3:10	11:25	10:10
<b>Hamlow</b>	8:25	3:20	11:40	10:25
<b>WIS</b>	8:30	3:30	11:50	10:30
<b>MS</b>	8:25	3:25	11:45	10:25
<b>HS</b>	8:40	3:40	12:00	10:40

	No School for Students
	Early Dismissal
	No Students K-5 Only

Quarter	Ends	Days	Semester	Teacher
1st	Oct. 15	44		48
2nd	Dec. 23	42.5	86.5	45.5
3rd	Mar. 11	44		46
4th	May 21	43.5	87.5	46.5
<b>Total</b>		174.0	174.0	186.0

### District Calendar

#### August

- 7-New Teacher Orientation
- 8-Teacher Welcome Back
- 11-Teacher District PD, Building PD
- 12-Teacher work day in buildings
- 13-K-5 Plan Day
- 13-6th and 9th Graders First Day of School
- 14-Students First Day K-12

#### September

- 1-Labor Day; No School
- 17-HS PT Conferences
- 19-No School; Teacher In-Service K-12

#### October

- 7&9- MS PT Conferences
- 9&14- K-5 PT Conferences
- 16-No School; Teacher In-Service K-12
- 17-No School; Teacher Comp Day

#### November

- 3-No School; Teacher In-Service K-12
- 6-HS PT Conferences
- 26-28 No School

#### December

- 23-Half Day K-12 and Staff
- 24-31 No School
- 24-28 NSAA Moratorium

#### January

- 1-2 No School K-12
- 5-No School K-12; Teacher In-Service
- 6-Students back for Second Semester
- 19-No School K-12

#### February

- 12&17- K-5 PT Conferences
- 19-No School for K-5, Elementary Plan Day
- 20-No School K-12; Teacher Comp Day
- 23-No School K-12; Teacher In-Service

#### March

- 9&10- MS & HS PT Conferences
- 12-13 No School K-12 (Spring Break)
- 16-No School K-12 (Spring Break)
- 17-No School K-12; Teacher In-Service

#### April

- 3-No School K-12
- 6-No School K-12
- 10-No School K-12

#### May

- 17-Graduation
- 21-Student's Last Day-1/2 Day
- 22-Teacher Work Day-1/2 Day

Including Communities of Alvo, Eagle, Prairie Home, Walton, and Waverly  
P.O. Box 428 Waverly, NE 68482 [www.district145.org/calendars](http://www.district145.org/calendars)

**RECEIPT OF TEACHER HANDBOOK OF SCHOOL DISTRICT #145**

**2025-2026**

This signed receipt acknowledges receipt of the 2025-2026 Teacher Handbook of School District #145. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature

Return to:

Dr. Cory Worrell, Superintendent  
School District #145  
14511 Heywood Street  
PO Box 426  
Waverly, Nebraska 68462

**Classified Employee Handbook**  
**District 145 - Waverly**



**2025 - 2026**

**2025-2026**  
**Classified Employees Handbook**  
**District 145 - Waverly**

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## FOREWORD

Welcome to Waverly School District 145! This handbook is intended to be used by classified employees to provide general information about the District and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "classified employees" are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook, will control.

This handbook does not create a "contract" of employment. Classified employee positions and assignments may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District. In the event that a staff member does not understand a provision of this Handbook, it is the staff member's responsibility to seek the administration's interpretation of such provision.

Every staff member is subject to the Policies of the Board of Education. As such, every classified staff member should review the Policies of the Board of Education, available online at: <https://www.district145.org/page/board-of-education-policies>

This handbook will be in effect for the 2025-2026 and subsequent school years unless replaced by a later edition.

## **Article 1 – SCHOOL CALENDAR AND SCHEDULES**

### **Section 1 Severe Weather and School Closures**

The Superintendent is authorized by the Board of Education to close school in case of severe weather or extenuating circumstances. If the Superintendent closes school, reasonable steps will be taken to notify staff as soon as practical. All staff members are expected to check the local news, their phone, and any other typical means of communication to determine if the school is closed on a workday. A staff member who reports to work on a closure date, but failed to check their phone, email, or other typical method of communication, will not be paid for that workday, unless the Superintendent or designee approves their pay or requires them to work that day.

## **Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS**

### **Section 1 Employment**

Classified employees may be asked in the spring whether they wish to continue employment during the following school year. This is done for staff planning purposes and does not constitute an offer of employment.

Should an employee wish to resign from employment the employee should give two weeks' written notice of resignation to the Superintendent or the employee's immediate supervisor.

Classified employees are "at-will" employees and may be terminated at any time by the school district. Notice of termination may be delivered by the administration at any time.

### **Section 2 Assignments**

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, may provide additional information about the position duties.

Employees are expected to devote full time attention and effort to their work and to perform the assigned duties diligently and faithfully to the best of the employee's ability.

### **Section 3 Personnel File**

The District will follow the requirements of state and federal law and regulation regarding an employee's personnel file.

### **Section 4 Grievances and Complaints**

Employee grievances or complaints shall be addressed through the administrative chain of command including the process set forth in board policy or this handbook.

### **Section 5 Expense Reimbursement**

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regularly scheduled working hours between two or more work sites. Employees must receive prior approval from their supervisor before incurring any mileage. Claims for reimbursement should be submitted to the employee's immediate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles. A request for reimbursement shall be accurate. Any employee who falsifies a reimbursement request may be terminated from employment.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Superintendent or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include an itemized receipt sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

Necessary materials and supplies are provided by the District. If an employee needs additional materials for performance of duties, the request should be made to the Superintendent. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Reimbursement for meals or other expenses related to District-required travel must be submitted to and approved by either the Superintendent or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

## **Section 6 Overtime**

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA).

Classified employees may be classified as either “exempt” or “non-exempt” for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime. Those who are “non-exempt” are eligible for overtime.

The regular work week for overtime purposes is from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked. An employee who falsified their time worked may be terminated, effective immediately.

Non-exempt employees must receive prior approval from their immediate supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee’s regular rate of pay for hours worked in excess of the 40-hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations.

The District’s policy is to not permit improper deductions from the salary of exempt employees who are required to meet a “salaried basis” test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred shall submit a complaint to the Superintendent or the Superintendent’s designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The Superintendent or Superintendent’s designee may suspend an employee with or without pay for the employee’s violation of District policy or rules. Such suspensions and deductions (when applicable) will be made pursuant to law.

## **Article 3 – ABSENCES FROM WORK**

### **Section 1 Absence Procedures**

Requesting Leave. Leave requests should be made as soon as practicable under the circumstances. An employee who wants to use available leave is to submit a request for leave through the school’s leave request system. A leave request should be submitted at least 5 duty days prior to the requested leave day. The supervisor may require that more notice be given, depending on the nature of the employee’s duties or the need to schedule a substitute.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take unexpected leave, employees are to contact their immediate supervisor as soon as practical.

Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their immediate supervisor whether the employee will be able to return to work on the next duty day.

Returning from Absences. If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school, the employee may be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.

## **Section 2 Paid Leave - Sick and Personal Leaves**

Employees may be provided with sick, personal, or other forms of paid leave in accordance with Board policy and administrative approval. These leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be permitted. Refer to : **Appendix A - Sick and Personal Leaves**

## **Section 3 Payroll Deductions for Absences in Excess of Paid Leave**

Should an employee be absent from work in excess of the employee's accumulated paid leave, the employee's compensation may be reduced by the day or days of work missed.

## **Section 4 Leaves of Absence**

An employee may apply to the Superintendent for a leave of absence. The Superintendent may consider a leave of absence request on a case-by-case basis. Every leave of absence shall be without pay except as may be required under applicable state or federal laws.

## **Section 5 Unpaid Leaves**

The District complies with all laws that require leave to be allowed, such as for FMLA leaves, military service, and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be unpaid leave except as may be required by law. The employee's salary may be subject to reduction for the day or days of work missed.

## **Section 6 Jury Duty Leave**

An employee who is summoned for jury service must promptly notify their immediate supervisor. The employee will be allowed time off for jury duty, pursuant to law.

There will be no loss of salary or deduction to the employee for time spent in jury service. The District will reduce the employee's salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty service.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

## **Section 7 Family and Medical Leave**

### **Employee Rights and Responsibilities under the Family and Medical Leave Act**

Family and medical leave shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The “leave year” for purposes of the FMLA is a “rolling” 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, an employee’s health coverage under a “group health plan” will be maintained on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

An employee’s use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Eligibility Requirements. An employee is eligible if he or she has been employed with Waverly School District 145 for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of the District within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of his or her job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. The employee must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. An employee may choose, or District 145 - Waverly may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, the employee must comply with the District’s normal paid leave policies.

Employee Responsibilities. The employee must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. The employee also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. The employee also may be required to provide a certification and periodic recertification supporting the need for

leave.

Employer Responsibilities. The District will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District will provide a reason for the ineligibility.

The District will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District will notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA poster at school or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

[www.wagehour.dol.gov](http://www.wagehour.dol.gov)

To submit a request for use of FMLA, or to plan for payment of benefits while on FMLA leave, contact the Superintendent.

### **Section 8 Military and Family Military Leave**

Military leave and family military leave will be granted to the extent required by state and federal law and in accordance with Board policy.

Employees requesting to take military leave or family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days and consult with their immediate supervisor to schedule the leave so as to not unduly disrupt operations of the District. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

### **Section 9 Adoption Leave**

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

### **Section 10 Subpoena to Testify Leave**

An employee must promptly notify their immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. The Superintendent shall make the final determination as to whether a matter is personal to the employee.

### **Section 11 Voting Leave**

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours between the time of the opening and closing of the polls during which the employee is not required to be present at work; and (c) applies for voting leave prior to or on election day with their immediate supervisor.

When voting leave is available, an employee will be entitled to be absent from work on election day for such a period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The immediate supervisor may specify the hours during which the employee may be absent for voting leave.

## **Article 4 – DUTIES AND RESPONSIBILITIES**

### **Section 1 Hours of Work & Meetings**

Regular, dependable in-person attendance at work is an essential function of a classified employee's employment position.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

### **Section 2 Arrival to Duty Assignments**

Classified employees' work assignments may or may not be scheduled during the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work.

### **Section 3 Leaving School**

Employees are to be on duty at all times during the assigned workday. Employees may not leave school or their assigned area during duty hours without the approval of their immediate supervisor. If approval is given, employees must sign out in the office when leaving the building.

Employees who leave the school during their designated lunch period or for an approved absence must check out and check back in the office. Employees who need to leave during the school day for unexpected reasons (such as illness or an emergency) must notify their immediate supervisor as soon as practical.

### **Section 4 School Procedures**

Employees are expected to adhere to the following school procedures in the performance of their duties:

1. Use of Cell Phones. Employees must ensure that any use of a cell phone does not interfere with their job duties, distract from their attention to the job, or extend beyond a reasonable time, as determined by their immediate supervisor.

Employees are not to use cell phones or otherwise engage in distracted driving while transporting students, driving a school vehicle, or while on duty. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception to these rules is in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems must be used by all occupants.

2. Checking Out of Equipment. All equipment must be checked out through the Superintendent. School equipment may be used only for school purposes. School equipment and other

resources may be used for personal purposes only as authorized by the Superintendent or designee.

## **Section 5      Supervision of Students**

Proper supervision of students is necessary. Employees responsible for student supervision are expected to meet the four “P’s” for student supervision and safety. All employees of the school should be familiar with these principles, to the extent they may be involved in supervision of students or interacting with students.

### 1.      Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave the students unattended; the need to make a copy is not greater than the need to supervise the students. If an emergency requires that an employee must leave students, the employee must request that another nearby staff member supervise those students or notify the office so someone can help. If the employee is on recess duty, the employee’s responsibility is to supervise the students in the assigned area. When talking with other adults or students, remember that the employee’s primary duty is supervision, and the employee is to be aware of what all students are doing.
- If the employee has seen or has been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the employee’s supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Touching students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself, and others, and to protect property as may be reasonable.
- Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.
- Be careful with language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should correct the student and take disciplinary action as is appropriate, which may include making a report to the administration.

### 2.      Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger, as often as needed. Do not assume because students heard the directions once they will be remembered.

### 3.      Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can’t be moved, tape a “Do Not Use” sign) and notify the Principal immediately so repairs may be undertaken.

### 4.      Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other

staff and students. Tell your immediate supervisor immediately so additional warnings may be given.

#### Contact the Principal for Assistance

The Principal should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the Principal cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

#### Student Searches

Only certificated staff may conduct searches of students. The Principal must be contacted so they can be present during searches of students or their belongings. A student suspected of having an item in violation of school rules should be directed to wait until a certificated staff is present. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

### **Section 6 Reporting Child Abuse**

Nebraska state law and District policy requires staff to promptly make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when the employee has reasonable cause to believe that a child has been abused or neglected, including sexual abuse, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska state law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform the Principal that they intend to make a report. However, simply informing a Principal or supervisor does not end the employee's responsibility; employees are obligated by law to make certain a report was made if they do not do it themselves.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competitions. The term "promptly" means "within a 24-hour period."

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will help you with any questions or concerns that you may have.

## **Article 5 – PERSONAL AND PROFESSIONAL CONDUCT**

### **Section 1 Ethics Standards**

The District 145 - Waverly expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

#### *Principle I - Commitment as a School Employee:*

Employees shall exhibit good moral character, maintain high standards of performance, and promote equality of opportunity.

In fulfillment of the employee's contractual and personal responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
8. Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

#### *Principle II - Commitment to the Student:*

Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the employee:

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
2. Shall keep in confidence personally identifiable information that has been obtained in the course of employment unless disclosure is approved by the administration or is required by law.
3. Shall not discipline students using corporal punishment.

#### *Principle III - Commitment to the Public:*

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect from the public for the integrity of the profession.

In fulfillment of the obligation to the public, the employee:

1. Shall not misrepresent an institution with which the employee is affiliated and shall take added precautions to distinguish between the employee's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of the employee's position.

*Principle IV - Commitment to Classified Position Employment Practices:*

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct job-related business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign unqualified personnel tasks for which an employee is responsible.
6. Shall permit no commercial or personal exploitation of his or her employment position.
7. Shall use time on duty and leave time for the purpose for which intended.

*Competent Performance*

Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the District;
3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

1. Utilize available materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;
3. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

*Communication Skills:* In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

*Management techniques:* The employee shall:

1. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Develop and maintain positive standards of conduct.

*Human and Interpersonal Relationships:* Employees shall possess effective human and interpersonal relations skills and therefore:

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Shall not knowingly misinterpret the statement of others;
3. Shall not show disrespect for or lack of acceptance of others;
4. Shall provide leadership and direction for others by appropriate example;
5. Shall offer constructive criticism when necessary;
6. Shall comply with reasonable requests and orders given by and with proper authority;
7. Shall not assign unreasonable tasks;
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

*Personal Requirements:* Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

*Contractual Obligations:* Employees shall adhere fully to the terms of a contract or appointment.

## **Section 2      Role Model**

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

## **Section 3      Professional Boundaries**

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

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging, or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the

communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

- Engaging in social-networking friendships or communications with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend, communicate with, or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student a sexual topic that is not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco, or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff

member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

#### **Section 4 Relationships**

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students.

#### **Section 5 Civility**

All employees shall behave with civility, fairness, and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, texting, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against the person for making the report.

#### **Section 6 Notification of Arrest, etc.**

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
  - a. The maximum penalty for the crime equals or exceeds six months incarceration;
  - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
  - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
    - i. Would impact the responsibility to be a role model for students or relations with other employees of the District;
    - ii. Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
    - iii. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
  - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on District property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, including termination.

### **Section 7 Evaluations**

Evaluations of employees will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate employees more frequently than required by policy on an as-needed basis. Employees are expected to make themselves available for evaluation on request, to participate constructively and positively in the evaluation process, and to accept and implement constructive suggestions and improvement strategies developed by the administration.

### **Section 8 Employee Complaints or Concerns**

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor, next higher-level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the District's mission. Employees must ensure that all applicable laws and regulations are followed by the District and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The District will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

## **Section 9 Attire**

It is important for employees to project a professional image to students, parents, co-workers, and patrons. Appropriate attire and grooming are one of the means of projecting a professional image. Employees are expected to maintain professional attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual employees should that be necessary.

## **Section 10 Outside Employment**

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties.

## **Section 11 Employee Fundraising**

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowd funding initiative) must obtain prior approval from the Superintendent or Superintendent's designee before taking any action to fundraise.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

# **Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT**

## **Section 1 Drug-Free Workplace**

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of tobacco, alcohol or a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place on school grounds, in a school utilized vehicle or any location over which the District had control. The possession or distribution of a look-alike drug or look-alike-controlled substance is similarly prohibited. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the workplace or on duty time shall be a violation of the drug-free workplace. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the workplace or off duty time.

As a condition of employment employees will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, or termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

## **Section 2 Smoke and Tobacco-Free Workplace**

The use of tobacco products is prohibited on school grounds.

"Tobacco products" means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

### **Section 3      Weapon-Free Workplace**

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The phrase “possession of a weapon” includes, without limitation, a weapon in an employee's personal possession or within reach (such as in the employee’s vehicle), as well as in an employee’s desk, locker, briefcase, backpack, or purse.

### **Section 4      Use of School Facilities**

An employee who is issued school keys or fobs shall not lose their keys or fobs and shall not allow others to have access to or to use their keys or fobs. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes and the Principal or supervisor has given permission for such access. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities during any weekend or evening use.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without approval from the Principal.

### **Section 5      Recording of Others**

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

## **Article 7 – STATE AND FEDERAL PROGRAMS**

### **Section 1      Notice of Nondiscrimination**

Waverly School District 145 does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin) or Section 504 (discrimination, harassment, or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race (including skin color, hair texture and protective

hairstyles), color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment, or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights (OCR)  
 One Petticoat Lane  
 1010 Walnut St. 3<sup>rd</sup> Floor, Suite 320  
 Kansas City, MO 64106  
 (816) 268-0550 (voice)  
 Fax (816) 268-0599

The U.S. Equal Employment  
 Opportunity Commission (EEOC)  
 Gateway Tower II  
 400 State Avenue, Suite 905  
 Kansas City, MO 66101  
 (800) 669-4000  
 TDD: (800) 669-6820

(800) 877-8339 (telecommunications device  
 for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

**Section 2 Designation of Coordinators**

Any person having inquiries concerning the District’s compliance with nondiscrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies, or programs. District 145 - Waverly, 14511 Heywood St, Lincoln, NE 68527 (402) 786-2321

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Human Resources Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Superintendent Special Services Director for student matters
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

**Section 3 Anti-discrimination & Harassment Policy**

Waverly School District 145 is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, and other employees, students or other persons is prohibited. In addition, the District will endeavor to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

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

1. In general, verbal or physical conduct relating to a person’s protected status constitutes harassment when the conduct unreasonably interferes with the person’s work performance or creates an intimidating work, instructional or educational environment.
2. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person’s age.
3. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom, or educational environment. Sexual harassment may exist when:

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

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

#### Grievance Procedures

1. Employees should initially report all instances of discrimination or harassment to their immediate supervisor. However, if the employee is uncomfortable in presenting the problem to the supervisor, or if the supervisor is the problem, the employee is encouraged to go to the next level of supervision.
2. If the employee's complaint is not resolved to his or her satisfaction within five to ten working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
3. The supervisor or the Superintendent will promptly and thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees or removal of offending students may be taken.
4. The person who makes the complaint shall not be threatened or retaliated against for alleging a violation of this anti-discrimination policy or for use of this grievance procedure.

#### **Section 4 Grievance Procedure for Persons with a Disability**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment, or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints by employees of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within 30 days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant, or a longer period is reasonably necessitated by the circumstances. The decision shall be made in

writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.

5. The Complainant shall have 10 days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within 10 days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
7. A decision on the request for reconsideration shall be made within 10 days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within 30 days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant, or a longer period is reasonably necessitated by the circumstances.

**RECEIPT OF 2025-2026 CLASSIFIED EMPLOYEE HANDBOOK OF  
Waverly School District 145**

This signed receipt acknowledges receipt of the 2025-2026 Classified Employee Handbook of District 145 - Waverly. This receipt acknowledges that I understand that I will read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

## Appendix A - Sick and Personal Leave

### **12 - Month Employees (2080 hours)**

- Will receive eight (8) sick days annually (which may be prorated based on hire date) accumulative to forty-five (45) days; one (1) personal leave day based on fiscal school calendar. Personal leave does not carry over.
- Redeemable after an employee completes a year of employment.

1 - 4 years	Ten - 10 vacation leave days
5 - 9 years	Twelve - 12 vacation leave days
10 - 14 years	Fifteen - 15 vacation leave days
15 + years	Twenty - 20 vacation leave days

### **9, 10, 11 - Month Employees 6 + Hours Daily**

- Will receive six (6) sick days annually (which may be prorated based on hire date) accumulative to thirty-five (35) days; one (1) personal leave day. Personal leave does not carry over.

### **9, 10, 11 - Month Employees Less than 6 hours daily**

- All permanent employees will receive,
  - two (2) sick days at the time of hire, (which may be prorated based on hire date) annually accumulative to twenty (20) days.
  - three (3) sick days after ten years of service. Sick days may accumulate up to twenty (20) days.
  - one (1) personal leave day. Personal leave does not carry over.

All classified staff may contribute one day annually to a sick-leave bank, with proper signed documentation from the Classified Sick Leave Bank representative.

Sick leave may be used for personal illness or illness in the immediate family or the illness of an individual who assumes the role of an immediate family member.

Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. Bereavement leave shall be granted in the event of death of spouse, child, son-in-law, daughter-in-law, parent, parent-in-law, brother, sister, brother-in-law, sister-in-law, grandparents and any other member of the immediate family. Additional bereavement leave may be granted by the Superintendent as needed. Time used for bereavement would come from sick leave. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the employee's parent, child or spouse, where grief would be expected to impair the employee's ability to function at work.

Employees will receive a payout for unused vacation time on their anniversary date, thus resetting their paid vacation to their allotted days each year. Starting with the 2023-2024 school year and continuing until otherwise modified, the district will annually on the employees hire anniversary date buy out all unused vacation days at the rate of \$50.00 per day. Because the District offers vacation leave as a benefit to employees to recharge and take a break from work, the district expects its employees to exhaust their vacation leave and not accrue vacation leave for additional pay. Any employee who disagrees with their vacation days or buyout amount must schedule a meeting with the District's Business Manager within 14 calendar days of receiving pay for unused vacation leave. If the employee is not satisfied with the decision of the District's Business Manager, the employee may appeal that decision to the Superintendent within ten calendar days of receiving the Business Manager's decision. The Superintendent's decision shall be final and no employee may appeal that decision to the Board of Education.



**SCHOOL DISTRICT #145**

# **ACTIVITIES GUIDELINES**

**2025 / 2026**



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## VISION

Committed to Excellence

## MISSION

The Waverly Activities Department provides meaningful extracurricular opportunities in a positive environment for student growth.

## VALUES

Integrity  
Pride  
Positive Relationships  
Leadership

## STRATEGIC FOCUS AREAS

Student Achievement  
Communication  
Facilities

## OBJECTIVES

Offer participation in a wide and varied range of activities, reinforcing the instructional program

Provide the physical, mental, and emotional growth and development to include:

- a. Developing high ideals of fairness in all human relationships
- b. Practicing self-discipline and emotional maturity in learning to make decisions under pressure
- c. Operating within a set of rules, thus gaining a respect for the rights of others
- d. Creating the desire to succeed and excel
- e. Appreciating a worthy use of leisure time now and in the future

Offer acquisition and development of special skills in a democratic self-government

Provide achievement of initial goals as set by the activity in general and the student in particular

Build a strong sense of student morale and spirit of positive support for the school

Develop the most skilled that will enable them to expand their possibilities for future pursuits

## Honor outstanding student achievement

### **ACTIVITIES STUDENT CLUBS, SPONSORS & COACHES**

The following student organizations and groups are approved and sanctioned by School District #145 and are a part of the School District #145 Activities program. Membership in these groups is open to all students of the district who meet the specific membership requirements of the specific group as set forth in their constitution and/or by-laws. This information is available from sponsors of the groups or in the office of the activities director.

*(Students need to have Activities Guidelines Compliance Form, student profile and NSAA Student and Parent Consent form signed and completed online in order to participate in activities.)*

**ART CLUB / Amanda Bultman** - Provides current art students seeking aesthetic growth in art beyond the actual studio training received in an art class. It presents several art shows and is involved in community service.

**CHEER / Jamie Lanik / Alexis Determan** - Squad tryouts are held in the spring for the following year. Members demonstrate a high level of commitment to support the various athletic teams and boost school and community spirit. Cheerleaders also compete in area competitions.

**CLASS COUNCILS / Rachele Hinrichs**- Class councils are elected to represent classes and make class decisions. Freshmen and Sophomores raise money with dues. Juniors are in charge of prom. Seniors pick announcements, class flower and motto. Class Councils also help with graduation exercises.

**DANCE / Paige Piper** - Squad tryouts are held in the spring for the following year. Members demonstrate a high level of commitment to support the various athletic teams and boost school and community spirit. Dancers also compete in area competitions.

**THESPIANS / Jessica Palmquist** - Troupe 6186 is Waverly's local chapter of the International Thespian society open to Waverly students; to be inducted, students must earn points by being involved in Waverly Theatre productions. Inducted members have access to special events, performances, professional training and performance masterclasses, leadership opportunities, and are able to attend both the State and National Festivals.

**PLAY PRODUCTIONS / Jessica Palmquist & Jeromy Dole** - This production is normally a full-length play (drama, comedy or Shakespearian), and will require approximately a six-week commitment. Rehearsals are after school and/or evenings. Auditions will be announced. Stage crews are selected from student volunteers. Participants are not required to be in Drama Club.

**FBLA - Future Business Leaders of America / Tara Bohaboj** - This club is a national student association for students who are interested in developing leadership skills and self-confidence, participating in community and school service activities, and learning a variety of business aspects.

**FCCLA / Audrey Foster/Rachele Hinrichs** - Family, Career, & Community Leaders of America is a career and student technical organization that promotes personal growth, leadership development, and career preparation opportunities as an integral part of Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life-planning, goal setting, problem solving, decision making, and interpersonal communication.

**FFA / Kristine Spath** - FFA is a nationally affiliated club for youth who are studying areas involved with the food and fiber industry. It is designed to develop character, thrift, scholarship, and citizenship. Its activities will enhance leadership and develop "hands on" skills in agriculture and agribusiness areas such as food science, sales and marketing.

**NATIONAL HONOR SOCIETY / TBD** - NHS is an honorary club that recognizes scholastic achievement, leadership, and service. Membership is awarded at the Honors Convocation.

**JOURNALISM / Stephanie Flink** – Journalism is made up of high school journalists designed to encourage and reward

individual student achievement in journalism and school publications.

QUIZ BOWL / David Hartman - Consists of groups of students selected by competition to compete in area quiz bowls.

SPANISH CLUB / Laura Stilmock & Cass Didier - This club promotes awareness of Spanish/Latino cultures and an understanding of people around the world. Generally, for students who have been or are enrolled in Spanish.

HISTORY CLUB / Ryan Abbott - The goal of the Viking History Club is to promote student interest in history.

SADD / Tavia Steenson - Students Against Destructive Decisions makes an effort to alert and inform students about the potential dangers of alcohol and drug use or abuse. SADD sponsors a number of service projects.

SCIENCE CLUB / Holly Burson - This club's goal is to foster an appreciation for science and technology among students. The Science Club will create activities to educate and inform students on opportunities to succeed in the sciences at the individual, school, and community levels.

SPEECH TEAM / Tavia Steenson - Speech Team is a NSAA sanctioned activity which runs from November through March. Contests are primarily on Saturdays. There are ten events including original speeches, interpretive selections, and group pieces. Practices are held after school and evenings. Speech team camp is held the last week in July.

MUSICAL / Jessica Palmquist & Madisen White - This musical production requires a two-month commitment and is usually in the second semester. Auditions are announced.

STUDENT COUNCIL / TJ Wynn & Calvin Sheldon- These elected representatives promote better relations and understanding between the students and administration/faculty and between the students and the community. Participation in Student Council affords training in leadership and citizenship and allows for service to the community.

SkillsUSA / Will Tietmeyer - SkillsUSA is a national student organization representing trade, industrial, technical and health occupations training. SkillsUSA emphasizes respect for the dignity of work, high standards of trade ethics, workmanship, scholarship and safety.

ROBOTICS / TBD - Robotics is a world-wide organization that has two styles of competitions: Vex & CREATE. Vex has rigorous guidelines to the competition. CREATE is a more open platform. Both styles use the same game/challenge presented at Vex Robotics Worlds Competition each spring. Teams design, program and build robots to compete at state wide tournaments or leagues. Points and ranks are given at each event and are used to determine who qualifies for state. Season completion points and state performance determines who qualified for nationals. Nationals rankings can qualify teams for worlds competition.

MATH CLUB / Alek Gaard - Math Club is devoted to increasing students' enjoyment of math, the development of strong math skills, and to help others succeed with mathematics in their own personal endeavors. Math Club looks to assist both middle school and high school students with various math related activities as well as aid the improvement of the mathematics program within School District #145 - Waverly.

GLOBAL VOICES / Cass Didier – Global Voices is a club in which student's research, present, debate and, ultimately, learn about the many perspectives surrounding current domestic and international events.

SLAM POETRY / TBD – Slam poetry helps students develop their writing and performance skills in the area of slam poetry. Students who participate in slam poetry will write original poems, work on performance techniques, and receive feedback from peers and coaches in order to continually grow as a poet. Students may participate at different levels in the club, but the ultimate goal would be to prepare for competition in the Louder Than a Bomb - Great Plains poetry competition in the spring.

ESPORTS / Adam Qualset - Waverly Esports is for students who want to play video games both for fun and competitively. There is a fall, winter and spring season during the school year, each season having different video game titles. In person and online competitions are held throughout the year against other schools in the state.

EDUCATOR'S RISING / Cass Didier – Educator's Rising focuses on developing and growing the next generation of teachers by exposing students to the profession in many different ways. This is a recognized CTSO (Career & Technical Student Organization).

OTHER ACTIVITIES INCLUDE:

Marching Band - Brady Rohlfs  
Jazz Band - Brady Rohlfs

Concert Band - Brady Rohlfs  
Concert Choir - Sylvia O'Neill

Pep Band - Brady Rohlfs  
Waverly Show Choir – Sylvia O'Neill

GRADUATION MAY BE CONSIDERED AN ACTIVITY

**Athletics Available at Waverly High School**

Fall Season

Girl's Softball – Luke Shephard  
Girl's Golf – Kristi Bowker  
Boy's Tennis – Zach Tegler  
Girl's Cross Country – Laura Stilmock  
Boy's Cross Country – Laura Stilmock  
Girl's Volleyball – Terri Neujahr  
Boy's Football – Reed Manstedt  
Unified Bowling – Jamie Wood

Winter Season

Boy's Basketball – Garrett Borchert  
Girl's Basketball – John Cockerill  
Boy's Wrestling – Eric Dolezal  
Girl's Wrestling - Brayden Dowding  
Boy's Bowling - Mikal Shalikow  
Girl's Bowling - Frank Schmal

Spring Season

Boy's Track – Brian Benson  
Girl's Track – Brian Benson  
Boy's Golf – Mike Cobelens  
Girl's Tennis – Zach Tegler  
Boy's Soccer – Jorge Zuniga  
Girl's Soccer – Joel Fritz  
Baseball – TBD  
Unified Track – Abbie Huenink

Note: All students must have all forms necessary on file before they are allowed to participate in any sports or activities.

**ACADEMIC ELIGIBILITY**

The purpose of the Waverly Activities Academic Participation Policy is to help provide awareness for kids and open the communication barrier between students and teachers in regards to their academic standing. It strives to teach the students self-advocacy and understand how this and communication can help them socially as young adults.

NSAA Eligibility:

Basic academic eligibility standards are set by the NSAA for varsity eligibility. A student/athlete must pass 20 credit hours the preceding semester to be eligible for varsity competition. Failure to do so would make you ineligible the following semester.

Additionally, Waverly High/Middle School students who are involved in any extra-curricular activity must meet the following academic standards to participate (activity meetings, special events, theater shows or competitions) in any activity recognized by Waverly High/Middle School.

School District #145 Eligibility:

Academic eligibility grade checks will follow the Waverly High/Middle School Powerschool Grade Update Schedule. This schedule can be found at [2025-2026 WHS PowerSchool Grade Update Schedule](#).

**A student becomes academically ineligible if they have 2 or more D's OR is failing 1 or more classes on the two-week pulled grade report.**

If a student receives a RED CARD, they are ineligible to participate, effective immediately, in club meetings and special club events, theater shows, competitions (including Marching Band), athletic contests, field trips and other special events determined by administration. If applicable, the student is expected to attend practice sessions.

Once ineligibility has been determined, students will not be permitted to travel with teams or organizations to events and/or contests until the activities office has cleared them. There is no appeal process for a student who is academically ineligible.

It is the responsibility of the student to pick up their red card, communicate with the teacher(s) to develop a plan to bring their grade up, follow through with those plans, acquire the necessary signatures from teachers, and hand their red cards back into the activities office. Students MUST have their red card signed by ALL teachers where they obtain 2 or more D's or 1 or more F's.

Coaches and sponsors are expected to follow these guidelines; however, they may be more restrictive. Students will be required to follow their sponsor's or team's rules and may face consequences for failing to do so.

In addition, the District generally follows NSAA guidelines and eligibility criteria for all lower level activities including middle school.

**The following steps are taken for Academic Eligibility Participation:**

1. Grade reports will be run on the morning of the scheduled date. The dates can be found on our district website, under Waverly High School and the Counseling tab; [2025-2026 Powerschool Grade Update Schedule](#). A spreadsheet of ineligible students will be populated and shared with teachers and sponsors. If a student has two D's and/or one F in a course, that student qualifies for a Red Card.
2. On the same day grades are pulled, students and parents will be notified via email of ineligibility.
3. Students will also receive an office pass the day grades are pulled to have them pick up their red cards and be notified of when ineligibility becomes effective. This pass will allow them to, when excused by the teacher, report to the activities office to physically pick up their printed red card. Students are also encouraged to pick them up in between classes, at lunch, or after school. Red cards will list all grades and give instructions on which grades need to be cleared and by which teacher(s).
4. The student will then need to communicate with specific teacher(s) regarding their grade and develop a plan for the grade to improve. If the teacher(s) and student agree to the plan of action, the teacher can sign the red card indicating the student has fulfilled their academic responsibilities.
  - a. **NOTE – the student grade does not have to change before they become eligible. As long as they have a plan in place to help their grade and the teacher/student feel good about the plan, the student should receive a signature pending other circumstances.**
  - b. This has been an excellent communication step for students and developing self-advocacy. However, they will need to make sure they follow through with their plan.
5. Once each teacher(s) have signed the students red card, they must physically turn in the signed red card to the Activities Office to become eligible to participate.
6. The Activities office will notify specific coaches and sponsors when each student is cleared to participate.
  - They have two weeks to get their grades up and become eligible before the next grade checks are pulled
  - Students have up until the event begins or the buses leave to hand in their red card to become eligible.
  - Special circumstances do present themselves when teachers or students are absent. The high school administration will meet with those students when that time comes.
  - If a Head Coach or Sponsor chooses to have a policy that is more stringent than the above, the policy needs to be submitted to the Activities Director, in writing, for review before the season starts. Once the Activities Director approves it, the Head Sponsor and their assistants will communicate these expectations to the students and their parents.

**AFTER HOURS**

- After Hours sessions take place after school and are scheduled. Students can be assigned After Hours for a number of interventions including: missing work, retaking tests and quizzes or disciplinary behavior. Students assigned an After Hours session must report to the appropriate area after school. Sessions will last two hours. Students do have the option of leaving when they are finished with all of their work if the classroom teacher has advised the After Hours supervisor.
- Students assigned After Hours are expected to report to After Hours before attending any after school event/practice.
- Students who fail to report for an After Hours session or exhibit inappropriate behavior will be out-of-school suspended and be expected to complete another After Hours session.

## ACTIVITIES CODE

School District #145 activities program is before the public eye throughout the school year. The activities program functions on an extracurricular basis; therefore, student participation is completely voluntary. **All activity participants will begin their official seasons with the first practice date of the fall NSAA (Nebraska School Activities Association) calendar (Monday, August 11, 2025). All consequences for all activity participants begin with this date for the 2025-2026 school year.**

People judge the school system by the way participants in the various activities conduct themselves. It is imperative that quality standards of conduct, dress, grooming and training are established as part of the activities program.

The administration and coaching staff of School District #145 feel that it is very important that our teams/groups are portrayed in a positive way, and will work to promote an image that is highly regarded and respected. To produce these ideals, the following guidelines and standards are in effect:

1. **Dress** - Individual coaches and sponsors may request certain dress on days of events and trips.
2. **Grooming** - The participants should be neat and clean in appearance. Hair should be of such length that it does not create a health or safety problem.
3. **Training** - Participants are to demonstrate acceptable standards of conduct and training at all times. These standards of conduct and training shall be maintained in season as well as throughout the school calendar year. Under activities training rules, the standards of conduct prohibit **AT ALL TIMES**, the possession, procurement, use or distribution of alcohol, drugs, tobacco (smoking or chewing) look-alike drugs, look-alike tobacco, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia.
4. **Attendance** - A participant must be in attendance at school for one-half of the day immediately prior to the scheduled event in which he/she is to participate, practice, perform or compete. **Example: On a normal school day, the student would need to be in attendance by 12:00pm.** **NOTE:** Exceptions may be made by school administration in the case of emergency scheduled professional appointments (medical/dental) or other unforeseen circumstances.
5. **Enforcement** - Any student who is in violation of School District #145 Drug, Alcohol and Tobacco standards of conduct will have further sanctions placed against them under the Waverly Public School Activities Code if they participate in extracurricular activities, including sports, clubs, contests, performances, homecoming, prom, dances, and any other school sponsored events.

### **CONDUCT: Expectations/Procedures/Violations:**

As representatives of School District #145, participants are expected to conduct themselves in a manner which exemplifies good sportsmanship and good citizenship at home and away contests, in-season and off-season, and while either on or off campus. Activity participants should note that a Violation of the Activities Code can occur through **improper actions and/or activities related to poor conduct choices**. School District #145 administration, in conjunction with the head coach/sponsor, will address these violations on an independent basis, will weigh the severity and repetitiveness of poor conduct choices, and will place sanctions after completing their investigation on all conduct violations. Penalties, consequences and ineligibility time frames will be enforced at the completion of each violation after all information is investigated and processed.

Due Process procedures outlined in the Student Handbook will be followed.

Nothing in this handbook preempts or overrides a coach's decision on playing time decisions. Each coach maintains the discretion to manage and direct the participation (or lack thereof) of each team member during practices and competitions.

## ACTIVITIES AND SOCIAL EVENTS

A student organization desiring to sponsor an activity (such as a money raising project, a student dance, an assembly, spirit week, etc.) must submit a request for approval from the activity director at least TWO WEEKS IN ADVANCE of the

desired starting time for the activity. The application must also be signed by the organization sponsor before it is submitted.

The activity is not to begin (other than advance planning) until the APPROVAL FORM is returned to the sponsor by the activities director. Only those approved events will be allowed at school.

Activities and social events usually require the expenditure of class or organization funds. Payment from an organization account in the Activity Fund must be requested on an ACTIVITY ACCOUNT EXPENSE CLAIM and should be supported by a purchase order, invoice, sales ticket, itemized receipt etc. Students who charge purchases outside of Waverly for their organizations are to have a signed PURCHASE ORDER at the time they make the purchase.

Social events are to be scheduled through the activity director's office. The conduct and appearance of the students attending these events are the responsibility of the sponsoring organization.

High school dances will be held during the school year. The sponsors of the dance will indicate which grades are invited and if outside dates will be allowed. School District #145 students desiring to bring outside dates to school dances must submit the names of their date(s) to the office. The school reserves the right to deny any person entrance to the dance. The names of outside dates must be submitted before the end of the school day (3:40 p.m.) at least one day prior to the event. Students leaving a school dance may not re-enter the dance.

Social events are to be scheduled through the Activity Director's office. The conduct and appearance of the students attending these events are the responsibility of the sponsoring student group. Three major dances will be held during the school year. They include:

- Homecoming Dance
- Snowball Dance
- Junior-Senior Prom

Other all-school dances may be held during the school year. These are open only to District 145 students and their dates. School dances are specifically for grades 9-12 unless otherwise indicated.

## ACTIVITIES ON WEDNESDAY & SUNDAY

No NSAA sanctioned activity may be scheduled on Sunday. In addition to this, the school wishes to work cooperatively with the churches in the community. Thus, there will be no regularly scheduled activities on Wednesday evenings or on Sundays. Exceptions that can be justified must be requested through the Activities office and final approval of the superintendent. See Board Policy 5034 for further information. [www.district145.org](http://www.district145.org) >District> Board of Education> Board of Education Policies

## ACTIVITIES STUDENT FEES

Information regarding District #145 School Board approved student fees policy (5033), can be located at [www.district145.org](http://www.district145.org) > District > Board of Education > Board of Education Policies.

## ADMISSION PRICES

Admission prices for athletic contests will be:

- ALL High School Sporting Events** - \$7 for adults and \$5 for students
- ALL Middle School Sporting Events** - \$3 for adults and \$2 for students

Additional admission prices for extra-curricular activities will be set between school administration and the sponsor(s) of that activity.

## ADMISSION PASSES

- All patrons of District #145 have the opportunity to purchase Activity passes through the booster club and activities department. The following is offered to patrons of District #145, including staff/students:
  1. Booster Pass – become a Maroon Tier member and receive 2 complimentary 15 punch pass cards good for any home regular season sporting event (excludes any conference, district, or state tournaments)
  2. Adult Punch Card –12 adult admissions good for any home regular season sporting event (excludes any conference, district, or state tournaments)
  3. Adult Punch Card –6 adult admissions good for any home regular season sporting event (excludes any conference, district, or state tournaments)
  4. All Activity Pass/Participation Fee - School District #145 elementary, middle school and secondary students, not involved in an NSAA sanctioned activity may purchase an **Activity Card for \$50** that will admit them to all home regular season events during the school year with the exception of EMC tournaments and NSAA district and state events. High School students wishing to participate in an NSAA sanctioned activity will be required to pay a \$75 participation fee which also includes the students activity pass. This fee will help offset costs associated with NSAA sanctioned activities/events.

### ADMISSION TO PLAYING FIELDS & ATHLETIC AREAS

- Only certified personnel and those designated by the school administration to act as officials, or to have specific assignments at athletic practices or contests, are to have access to dressing rooms, athletic training rooms, equipment rooms, and other athletic rooms or playing areas. It shall be the responsibility of the coach or school employee in charge of practice or contest to exclude unauthorized persons from the areas designated.
- Students attending events that are PreK-8 grades are required to be under the direct supervision of a parent.
- **Middle or High School students will NOT be allowed reentry if they choose to leave an event.**
- At scheduled games, adult personnel on the team bench shall be limited to coaching personnel, those persons who are officially assigned to the sports squad, and the team trainer/doctor.
- It is important that all coaches respect each other's work/storage areas and keep them clean and secure. This includes the training room and outdoor storage areas.

### ANTI-BULLYING POLICY (5011)

One of the missions of the district is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

### ATHLETIC TRAINING

#### **Mission**

Waverly High School Athletic Trainer provides care under the supervision of a physician. Waverly High School Athletic Trainer's mission is to prevent, evaluate, treat, and rehabilitate injuries and illnesses of student-athletes in the most effective manner available, within the athletic training room or referring to other health care professionals.

#### **Philosophy**

Waverly High School Athletic Trainer's philosophy is to provide safe and effective healthcare to each Waverly High school student-athlete.

#### **Athletic Training Staff & Physicians**

- McKade Smith - Athletic Trainer; [mckade.smith@district145.org](mailto:mckade.smith@district145.org)
- Scott Harly - Athletic Trainer; [scott.harley@district145.org](mailto:scott.harley@district145.org)
- Nebraska Orthopedic Center Team Orthopedic Physicians (402) 436-2000

#### **Athletic Training Room Guidelines:**

1. No profanity.
2. No self-treatment.
3. Do not remove anything from the athletic training room without asking permission.
4. Be clean before entering the athletic training room for treatment.
5. T-shirt and shorts must be worn for treatment.
6. No shoes on tables.

**Injury Protocol:**

In order for Waverly High School to provide your student with proper athletic related medical care, we request any injuries (fractures, concussions, etc.), including those on and off the field, during school, or unrelated to school, be communicated to WHS health staff. It is imperative that students notify the athletic trainer promptly when injury is suspected or known. The athletic trainer can assist in seeking proper medical care for student injuries. In the event of an emergency, appropriate emergency medical personnel should be contacted. WHS requires written documentation from a licensed medical provider when the student requires medical care outside of the athletic training room. The athletic trainer will be involved in the decision-making process when determining a student's return to WHS practice or competition.

Concussion and brain injury information will be provided on an annual basis to students and the students' parents or guardians. The information provided to students and the students' parents or guardians shall include, but need not be limited to: a. the signs and symptoms of a concussion; b. the risks posed by sustaining a concussion; and c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches. A student who participates on a school athletic team shall be removed from a practice or game when it is reasonably suspected that he or she has sustained a concussion or brain injury. The student shall not resume participation in the sport or activity until it is deemed appropriate by school officials. "Return to Play" and "Return to Learn" protocols will be followed as specified in District #145 Policy 5065.

**Parents/Guardians are encouraged to review all policies and procedures regarding Athletic Training Services. The full manual can be obtained from the district website under Waverly High School/WHS Activities.**

<b>ATTENDANCE</b>
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**Attendance at Practice and Contests:**

A participant must be in attendance at school for one-half of the day immediately prior to the scheduled event in which he/she is to participate, practice, perform or compete. **Example: On a normal school day (including Wednesday late starts), the student would need to be in attendance by 12:00pm.** NOTE: Exceptions may be made by school administration in the case of emergency scheduled professional appointments (medical/dental) or other unforeseen circumstances.

**Unexcused Absences:**

Participants are expected to be at all scheduled practices. Should an individual not be able to attend a practice, he/she must contact the sponsor in advance. Exception: when the individual is absent from school, he/she does not need to notify the sponsor; however, most sponsors appreciate knowing the reason for the absence from school. Participants are always expected to be on time for all practices, contests, and departures for contests. Should a practice or contest be missed without being excused in advance, he/she may be required to make up this time. Should a second practice or contest be missed without being excused in advance, he/she may be withheld from the next contest in which he/she is scheduled to take part. A third missed practice or contest without being excused in advance may result in being dismissed from the activity for the remainder of the season.

**Excused Absences:** All practices are important, not only to the individual, but to the group as a whole. In some cases, where an individual must miss practice when he/she is excused in advance, he/she may be required to also spend some extra time before or after a regular practice to make up for the practice time lost.

<b>CHEMICAL PROCEDURE</b>
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Philosophy and Purpose:

Health problems of youth are primarily the responsibility of the home and the community. However, schools share in that

responsibility because chemical problems often interfere with school behavior, student learning, and the continual development of each student. To share this responsibility, the schools nurture successful interpersonal relationships and promote skills in decision-making, problem solving, and physical ability, while providing for student academic growth.

In spite of such efforts, we understand that a student may become involved with certain chemicals, creating pain for the student and others. Therefore, a program of education and support encouraging a chemical-free lifestyle is offered, and rules and consequences for using chemicals are strictly enforced.

These guidelines are designed for participants and spectators for school activities, and are separate from disciplinary action taken for the regular school academic program.

**Specific Rule:**

During the school year a student shall not, regardless of quantity, use or consume, have in possession, buy, sell, transfer or give away any tobacco product including electronic nicotine (or look alike), controlled substance (or look alike), beverage containing alcohol, or illegal substance.

1. The rule applies to the entire school year and any school sponsored activity which occurs prior to or after that year.
2. It is not a violation for a student to be in possession of and to use a controlled substance specifically prescribed for the student by his or her doctor.
3. Consequences shall be cumulative grades 9 – 12, and will be considered for each student’s entire school career if applicable.

## **CONSEQUENCES FOR VIOLATIONS OF RULE**

After confirmation of the violation, in addition to established state statutes and local school policies, the student shall be suspended from participation and attending all school activities, which includes any school related activities in which the student is not a direct participant of, for a specified number of calendar days starting from the date of confirmation.

### **Students Under Suspension**

**Students who are in In-School Suspension or Out-of-School Suspension will not be permitted to practice or compete until the student is off suspension and back in the regular school setting.**

Minimum consequences for violations are as follows: (All timelines are determined by calendar days rather than school days.)

First Violation: Tobacco product, including electronic nicotine, drug paraphernalia (or look alike), --seven (7) days suspension; Controlled substance (or look alike), or alcohol--fourteen (14) days suspension; illegal substance (or look alike), --twenty-one (21) days suspension. In addition, the student may be required to complete an educational program endorsed by the school prior to reinstatement in school activities. The school may require the student to participate in a professional evaluation.

Second Violation: Tobacco product, including electronic nicotine, drug paraphernalia (or look alike), --fourteen (14) days suspension or subsequent violation for tobacco products; Controlled substance (or look alike), or alcohol—twenty-eight (28) days suspension; Illegal substance (or look alike), --forty-two (42) days suspension. In addition, the student will be required to show evidence in writing that he or she has sought and received counseling from a professional individual, i.e., school alcohol/drug counselor, psychiatrist, psychologist. The school may require the student to participate in a professional evaluation.

Third Violation or Subsequent Violation: Tobacco product, including electronic nicotine, controlled substance, alcohol, drug paraphernalia, illegal substance, or any look alike, sixty (60) days suspension. In addition, the student will be required to participate in a professional evaluation for chemical dependency. If the student becomes a participant in a chemical dependency program the student may be reinstated in school activities upon completion of the program. Verification of

completion of the chemical dependency treatment program must be provided in writing by the director or counselor of the dependency center prior to reinstatement of the student.

\*Sponsors are expected to follow these guidelines; however, they may be more restrictive in accordance with announced rules and regulations.

### **Self-Reporting of Violations:**

Students are reminded and encouraged to self-report any violation that is applicable to the Activities Handbook. The benefit of self-reporting to the students is immediate onset of their consequence timeline. As a learned behavior, this is a positive step by the activity participant. Students will be recognized by both their coaches and school administration for their admittance of an infraction and their acceptance of their consequences. If, after the administration conducts an investigation into a student's potential misconduct, the administration determines that a student promptly and honestly self-reported their misconduct, the administration may (but will not be required to) reduce the student's consequence.

## **COLLEGE ATHLETIC ELIGIBILITY**

### **NCAA**

The National Collegiate Athletic Association (NCAA) has established guidelines that Division I and II member schools must follow before awarding scholarships and granting eligibility to high school students who wish to compete as freshmen on college athletic teams after completion of high school.

### **NCAA Division I & Division II Athletes**

Student athletes who wish to participate in NCAA Division I or Division II sports during the college year following high school graduation- MUST BE CERTIFIED by the NCAA Initial-Eligibility Clearinghouse, which will analyze your academic information to determine if you meet NCAA initial eligibility requirements. The three steps for being certified are clearly explained in a booklet entitled "Making Sure You Are Eligible to Participate in College Sports." Obtain a copy of this booklet (available on-line) early in the first semester of your senior year. Don't delay this process--if you are uncertain about participation in Division I or II it is best to complete this process anyway. This process does not bind you to participate, however, it is a necessary procedure should you elect to participate.

Failure to be certified may affect visitations to colleges regarding athletics, and college coaches may be reluctant to make commitments to athletes who have not completed the NCAA Initial-Eligibility certification. Students who have questions should see their counselor regarding items such as whether a college is a Division I or II institution in the sport in which they are interested. Students interested in participating in athletics at NCAA Division III colleges or NAIA institutions should obtain the appropriate athletic guidelines that pertain to them. Athletes or their parents are encouraged to obtain additional references pertaining to student athletes. The best single reference which may be available in limited quantities in the counseling office, or can be purchased is: NCAA Guide For the College Bound Student Athlete published by the NCAA, 6201 College Boulevard, Overland Park, Kansas 66211-2422. The phone number is (913) 339-1806.

You are encouraged to visit with your counselor or obtain the most recent NCAA booklet to review the policies, which will affect you. Those student athletes first entering collegiate institutions must follow NCAA Bylaw 14.3 requires that they:

- Graduate from high school
- Register online
- Meet eligibility standards specified at <https://web3.ncaa.org/ecwr3/>

### **NAIA**

A student must graduate with a 2.3+ GPA or meet two of the three following requirements:

#### **1. TEST SCORE REQUIREMENT**

- Achieve a minimum of 18 on the ACT or 970 on the SAT Achieve a minimum overall high school grade point average of 2.0 on a 4.0 scale. Tests must be taken on an international testing date prior to the start of the term in which you intend to participate in athletics and scores must be achieved on a single test date. The minimum SAT must be achieved on the Evidence-Based Reading & Writing and Math sections only; the Writing score cannot be used. Minimum score requirements for tests taken prior to May 1, 2019 varied. • For tests taken prior to March 1, 2016: 18 ACT, 860 SAT (reading, math) • For tests taken between March 1, 2016 and May 1, 2019: 16 ACT, 860 SAT (evidence-based reading & writing, math)

2. HIGH SCHOOL GPA REQUIREMENT

- Achieve a minimum overall high school grade point average of 2.0 on a 4.0 scale The NAIA accepts the grade point average determined by the high school, provided it is recorded and awarded in the same manner as for every other student at the school.

3. CLASS RANK REQUIREMENT

- If a student’s class rank does not appear on the transcript, a signed letter from the principal or headmaster, vice principal or guidance counselor written on the school’s letterhead and with the school’s official seal, stating the student’s final class rank position or percent may be submitted. Exception: Completion of nine institutional credit hours prior to identification at any institution of higher education can be used if no class rank appears on the final official high school transcript. The credit hours must be completed with a grade of “C” or better.

NJCAA

The National Junior College Athletic Association allows a student immediate eligibility if they:

- are a high school graduate, or have received a high school equivalency test, such as a G.E.D. Non-high school graduates can establish eligibility by completing one term of college work, and passing 12 credits with a 1.75 grade point average or higher.

**Information pertaining to NCAA and NAIA Student-Athlete Eligibility will be provided to students and parents from our counseling department. Students interested must sign up for this Academic Eligibility Meeting at their September Class Meeting.**

**COMMUNITY RELATIONS**

Sportsmanship, Ethics, and Integrity: School Board Policy 1207

The Board of Education recognizes the value of extracurricular activities in the educational process and the values that students may develop when they have an opportunity to participate in organized activities outside of the traditional classroom.

Student participants and district appointed sponsors involved with school approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice, competitions, and extracurricular events as is expected in the classroom. School district representatives and students are responsible for maintaining sportsmanlike behavior, exhibiting ethical conduct, and demonstrating integrity. The Board of Education further encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process as well as all segments of the community. This includes administrators, participants, adult supervisors, parents, fans, spirit groups, and support/booster groups.

Spectators are permitted to attend extracurricular activities only as guests of the school district and they must comply with the school district’s expectations, rules and policies. Spectators are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but also embarrassing to the students, the school district and the entire community.

Any spectator, who behaves in a manner that is not consistent with school district expectations and this policy, may be removed from the event by security personnel, school officials, or by the individual in charge of the event. In addition, the individual may be denied admittance to future school events or activities for a specified period of time. School officials shall send a notice of exclusion from future extracurricular activities to the spectator involved. Such notice is to be provided from the activities director and/or the respective building principal. Due process shall be provided in accordance

with school district policies and shall include the opportunity for a hearing with school officials. In the event the spectator removed or denied future admittance is a student from a visiting school, an effort will be made to work with the administration of the visiting school with respect to future exclusion.

The district shall also have full authority to invoke penalties or pursue legal action as consistent with district rules, regulations, school board policies, and Nebraska and Federal laws.

To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of extracurricular activities to perform their duties without interference, the following provisions are in effect, but not limited to:

1. Abusive, verbal or physical conduct of spectators directed at participants, officials or sponsors of extracurricular activities or conduct that interferes with the administration of the extracurricular activity will not be tolerated.
2. The use of vulgar or obscene language directed at students, officials or sponsors participating in an extracurricular activity or at other spectators will not be tolerated.

Sponsors and officials will enforce the Spectator Code of Sportsmanship Behavior, Ethics, and Integrity.

1. Keep cheers positive. There should be no profanity or degrading language / gestures.
2. Avoid actions that offend visiting teams or individual players.
3. Show appreciation of good play by both teams.
4. Learn the rules of the game in order to be a better-informed spectator.
5. Treat all visiting teams in a manner in which you would expect to be treated.
6. Accept the judgment of coaches and officials.
7. Encourage other spectators to participate in the spirit of good sportsmanship.
8. Obey the instructions of school employees and officials supervising the extracurricular activity.

Policy Reviewed: 04/01/19

## CONFLICT RESOLUTION FOR PARENTS

Sometimes the need to contact a coach occurs during the school year. The correct sequence to take is:

- Level-1:** Each head coach/sponsor will have a parent meeting during the pre-season to establish guidelines and expectations for their student-athletes, with parents invited to ask questions at this time.
- Level 2:** During the season, please contact your son/daughter's head coach/sponsor if you have questions or concerns. Please wait 24 hours after a contest to contact your son/daughter's coach.
- Teachable Moment:** **Have your son/daughter visit with their head coach first. If we are preparing students for life's lessons, this is a critical piece of their education.**
- Level 3:** If you have contacted the head coach, and wish to also have the activities director involved, please contact the head coach, and request that the activity director is involved. (The head coach may also request that the activity director sit in on a parent meeting.)
- Level 4:** If you are interested, the building administrators are also available to sit in on a parent meeting if #1, #2, and #3 do not work out. The administration also has several parent communication meetings during the school year, and may be available either during or after one of those meetings.
- Level 5:** If the above are not satisfactory, please contact the activities director office, and contact will be made with the Superintendent of Schools if there are still concerns.
- NOTE:** If a parent meeting is necessary between the head coach/sponsor, and/or the activities director, or other school/district administration, the presence of your son/daughter may be required.

## DRESSING ROOM POLICIES

All participants will be under the supervision of the sponsor in charge while dressing. An individual must respect the privacy of others, not linger in the dressing room, be rowdy, or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach/sponsor in charge. All athletes are encouraged to lock their lockers at all times. Locks can be obtained from the activities desk. NO PERSONAL locks; ONLY school issued locks are to be used.

Any personal locks used will be removed.

Coaches' offices, equipment rooms, and storage areas are off-limits to all students except those designated as assistants or managers or when supervised by a sponsor.

### DUE PROCESS

Due process procedures regarding any of the rules, regulations, or guidelines will be followed if violations occur. Should a question arise regarding a rule or regulation of the Nebraska School Activities Association, procedures to be followed are listed in the NSAA Yearbook. See the activities director or assistant principal to review the NSAA Yearbook.

### EQUIPMENT

Students will be responsible for equipment checked out to them and are required to pay the cost of replacement if it is not checked-in in reasonable condition at the end of the season or immediately if they should quit the activity. All collections for lost or damaged school property will be handled in the activity office. At no time should a student wear costumes/equipment checked out to him/her except for practices and contests or when authorized by the coach to do so. Any individual found to be wearing school equipment outside of the above-mentioned situations or possessing school equipment, can expect to be treated as possessing property not belonging to him or her.

### FACILITY USAGE

- In season programs will have first priority when scheduling facility usage. The next priority will be programs in the next season (Example: during the fall season, winter programs will have second priority when scheduling facilities).
- Any group/team not affiliated with District 145 or the High School Activities programs will have to schedule any facility usage through the activities director.
- Outside organizations will be required to complete and submit an application for facility use in accordance of board policy (3080)
- Rental Fees for any facility use will follow what is outlined in board policy (1315)
- At no point will facilities be used for personal/private use.
- Facility Usage on Sundays will be prohibited unless approved by the activities director.

### FOOTBALL HELMET PURCHASE PROCESS

School District #145 - Waverly provides safe equipment according to standards ascribed to by the National Federation of State High School Associations (NFHS). Equipment is checked, cleaned and otherwise reconditioned as is necessary, meeting the requirements set forth by the National Operating Committee on Standards for Athletic Equipment (NOCSAE). Waverly chooses to recondition football equipment each year after use.

Waverly equipment meets standards of shelf life set forth by the manufacturer. Helmets exceeding 10 years of life are automatically discarded, regardless of use. An independent vendor selected by the Waverly High School Activities Director reviews helmet conditions and provides recommendations to maintain NFHS quality standards.

Waverly provides up to date equipment in its inventory. The equipment provided for use may not be the brand or model preferred by the parent. The following option is available for a parent/guardian to select the football helmet for your child's exclusive use.

If a parent chooses to purchase a helmet for his/her student rather than accept what is issued by the school the following steps must take place:

1. The helmet(s) and required information must be presented to the Waverly High School Activities Office. Information includes the purchase receipts and the parent/guardian agreement form. **(SEE APPENDIX IV)**
2. The helmet must be accepted by the Board of Education as a donated item prior to being used by the student-athlete.
  - o Only brand new and unused helmets will be accepted as a donation to the Activities Department.

3. After the helmet has been accepted as a donation by the Board of Education, the helmet becomes the property of School District #145 - Waverly.
4. After approval, the helmet will be issued to the designated student-athlete through the equipment check-out process.
5. The manufacturer's identification number will be used to track the helmet.
6. In the event the donated helmet becomes damaged, cracked, or otherwise deemed not safe for use, it will be disposed of in the manner prescribed by the athletic department.

**A request must be submitted by July 1 for consideration at the August Board of Education Meeting in order for a helmet to be approved in time for the start of the fall season.**

School District #145 – Waverly Board of Education meetings are held on the first Monday of each month.

At the conclusion of the student's participation, the helmet becomes part of the regular inventory of School District #145 - Waverly for the remaining life of the helmet. At the end of the helmet's useful life it will be destroyed.

Helmets not turned in at the end of the season will be treated in the same manner as any piece of school equipment or property. The student will be expected to pay the current replacement value for the unreturned item.

A helmet purchased by the parent/guardian for use by their child to play football will be allowed for use in School District #145's athletic programs only after following this process.

### HAZING POLICY

Hazing or initiation by any school organizations, groups, clubs, teams or individuals are prohibited unless specifically approved by the administration. Anyone engaging in hazing or initiation behavior will be subject to disciplinary action up to and including expulsion.

Hazing is any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity.

The Board of Education prohibits the organization of school-sponsored fraternities, sororities or secret organizations wherein membership is determined by members themselves rather than on the basis of free choice. The Board considers those organizations or memberships in those organizations detrimental to the good conduct and discipline of the school. Interference with the instructional program of the district by those groups will not be condoned, and no organizational activities are permitted under the sponsorship of the school district or its personnel.

In addition, the use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, may be considered disruptive of a positive learning environment.

It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

### INSURANCE COVERAGE

School District #145 does not provide injury insurance for students who participate in athletics or other activities. However, the Nebraska School Activities Association does provide liability/lifetime medical catastrophic insurance. Each parent/guardian must return the parent/guardian consent form before the student athlete may participate. The consent form includes a section in which the parent confirms that his/her child is sufficiently covered by their own family insurance for injuries that occur while participating in extracurricular activities associated with District #145.

For those students who are not covered by insurance, there is a low-cost supplementary option made available for football coverage, school-time coverage, or year-round supplementary coverage. Application forms are available in the high school office.

## LEVELS OF PARTICIPATION

Student athletes will participate at the level or levels appropriate for their own improvement and the improvement of the athletic program in which they are participating. Ninth graders may play at the varsity level if the coach, his/her parents, and the activities director agree that participation at that level is appropriate.

## LOCKS

- All students involved in athletics and/or physical activity or classes are required to use a lock issued by the school.
- Athletic locks are checked out from the Activities Office.
- Athletic Lock ID's and combination codes are listed on Sport Cards.
- Coaches are required to record locker numbers on Sport Cards.
- Physical Education locks may be checked out from the Physical Education Teacher(s).
- A \$5 "Student Hold Fee" will be charged for any lost and/or damaged lock.

## OUT OF SEASON WORKOUTS

- Coaches are encouraged to conduct off-season programs to promote increased athletic skills, however these programs are not to interfere with programs which are currently in-season. Nothing will ever be done by any coach or athlete to take away from the sport that is in-season. All coaches should encourage athletes to participate in sports/activities that are in-season.
- All off-season activities must be properly supervised at all times and follow all NSAA guidelines regarding the organized practice rule. Communication between coaches of Waverly High School athletic and activity programs is expected at all times.
- Pre-season/post-season conditioning programs and activities may not begin for the upcoming season until all in-season sports have held their first contests (Spring sports after the first of the year). As stated above, if there is a conflict regarding the use of facilities the in-season sport has precedence, then the pre-season sport, with the out-of-season sport having the last preference in use of facilities.

## PARTICIPANT LIMITATIONS

At School District #145 it is hoped that everyone who chooses to participate in an activity will have the opportunity to do so. However, there may be times when there are a limited number of slots available, or when the number of individuals seeking to participate is so large that it restricts the sponsor from adequately developing each individual the proper skills and training necessary to develop to the utmost of his or her potential. At that time, the sponsor may find it necessary to limit the number on the team in the best interest of all concerned.

Cutting of an athlete will be done at the discretion of the coach in consultation with their staff and the activities director if necessary. Any athlete who gets cut from a team may, if he/she desires, try out for another sport during the same season or try out again the following year. Cuts in non-athletic activities will be at the discretion of the sponsor of that activity. Individuals may also be cut when they choose NOT to follow the rules in the Activities Guidelines Handbook or team/club regulations.

## PARTICIPATION PROCEDURES ACTIVITIES/ATHLETICS

1. All required forms must be completed to participate in any activity or sport. All required forms can be found on your parent/student portal.

## ADDITIONAL PARTICIPATION PROCEDURES (ATHLETICS)

1. **Baseline SWAY Concussion Testing:** Student-athletes who need to take the Baseline SWAY Test are the following: Any incoming 7th, 9th, & 11th students; students new to the district; or anyone who sustained a concussion over the previous school year. Testing requirements apply to student-athletes planning on participating in Middle School or High School athletics during the upcoming school year.
  - a. **Testing Dates:** Testing dates along with sign-up instructions and details will be communicated to all parents and students prior to the beginning of the school year.
2. **Pre-participation Physical Examination Form AND/OR Clearance Form:** At least one of these two forms must be completed and signed by a health care provider AFTER May 1, 2025, in order to be eligible for the 2025/2026 school year. Completed physical forms can be uploaded via the parent portal. **REQUIRED FOR ATHLETICS.**
3. **Sport Cards:** Sport Cards are issued to student-athletes after Baseline SWAY Testing requirements AND all required forms have been completed, signed, and submitted via the parent/student portal. Once a sports card is issued, the athlete must turn it into their coach prior to official tryouts, practices, and contests.

Athletic Participation Card (ORANGE CARD): Athletic Participation Cards are issued to student-athletes after Baseline SWAY Testing requirements have been met, and all required forms have been turned in the activities office. Student-athletes must turn in their athletic participation card to their coach prior to any official try-outs, practices and/or contests. \*Athletic participation cards are not required to participate in pre-season activities including conditioning, camps and/or summer leagues. This procedure is required prior to each athletic season throughout the school year.

### Online Form Submission Starts

- Mid July 2025

### Sport Card Pick-Up Dates:

- Tuesday August 4 - Friday, August 8th, 8:00 AM - 4:00 PM, High School Activities Office

### 2025/2026 Dates to Remember:

- Fall Practice Begins: Monday, August 11, 2025
- Winter Practice Begins: Monday, November 17, 2025
- Spring Practice Begins: Monday, March, 2025

## PICTURE DAY

- Pictures for the Game Programs and Yearbook are set up by the Activities Director and the Booster Club.
- Callam Photography will take individual and team pictures during the current school year. Every team member is to be included in the group picture as these pictures are used for the yearbook. Individual pictures are optional. Families wishing to purchase individual or team pictures will do so online through the direction of Callam Photography.

### Senior Banners

- All Seniors of their respective sport will have the option of getting a Senior banner picture taken on picture day. Each individual family is required to pay for the senior banner BEFORE a picture is taken.
- Senior banners will be allowed to be displayed in the respective locations of their sport competition area.
- Seniors will be allowed to take their banners at the end of the season as long as they have submitted full payment for them. The activities department will not allow any senior banner to be displayed until their payment has been received.
- For outdoor sports, it is the responsibility of Senior parent(s) representatives to hang posters and take them down throughout the season.

## PROFANITY

- As a representative of any District #145 activity, it is expected students, parents, and staff are held with the utmost integrity. Profanity will not be tolerated at any point during a school activity. This includes the locker room, at practice, on the competition stage, or in the spectator viewing areas.
- Students and spectators may be warned if necessary. If the behavior continues it may result in a suspension or removal from his/her team/organization, or contest.

## RECRUITING VISITS

Athletic Recruiters/Colleges will typically reach out to the head sponsor regarding a player. Whenever possible, the visit will need to be scheduled during a student's non-academic time (Before/After School, during lunch). However, it is recognized this is not always a possibility due to travel and other visits a recruiter might already have planned.

The head sponsor is expected to communicate with parents, as well as the activity director and activities assistant when they have been contacted by a recruiter who requests a visit. The head sponsor and activities director will collaboratively work to set a date and time for the student-athlete and recruiter to visit. Considerations for a visit will be as followed:

- Non-academic time (Before/After School, during lunch)
- During academic time will be determined by the student's grades in each of his/her classes. Elective classes will be looked at first, followed by general ed. classes and, if necessary, AP or other college level classes.

## SCHEDULING

All scheduling of activities, officials, and facilities will be handled through the activity director's office. No contests, scrimmages, practices or meetings will be held without proper clearance through the activity office.

<https://www.gobound.com/ne/schools/waverly> contains all of the scheduled events at Waverly High School. This is the only calendar that is updated, verified, and recognized by the school. Please contact the Activities Director if you have any questions about an event that is scheduled or would like to schedule an event.

Conflicts in extracurricular activities: An individual student who attempts to participate in several extracurricular activities will, undoubtedly, be in a position of a conflict of obligations. The activity department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities, and to this end, will attempt to schedule events in a manner to minimize conflicts. Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen.

It also means notifying the faculty sponsors/coaches involved immediately when a conflict does arise. When a conflict arises the sponsors/coaches will work out a solution so the student does not feel caught in the middle. If a solution cannot be found, the activities director will make the decision based on all of the following:

- The relative importance of each event.
  - NSAA Sanctioned Event
    - Level of Placement (varsity, non-varsity)
    - Conference, District or state competition
- The importance of each event to the student.
- The relative contribution the student can make.
- How long each event has been scheduled.
- Talk with parents.

Once the decision has been made and the student has followed that decision, he/she will not be penalized in any way by the sponsor. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity without penalty.

## SCHOOL WELLNESS POLICY

Information regarding District #145 School Board Approved School Wellness Policy (5417), can be located at

- To see how this affects Team meals and other Activities, see Appendix V

## SOCIAL MEDIA/ELECTRONIC DEVICES

Activity participants are reminded that anytime you share information electronically, it is **NO LONGER PRIVATE INFORMATION!!!!!!** Examples may include, but are not limited to: Facebook, computers, cell phones, (including text messages), personal blogs, twitter, snap chat, and any/all other electronic devices, apps, or resources. Students are thus notified, that the school administration, while possibly not initially involved in securing information in the sharing process of electronic information, WILL follow normal investigative procedures if a possible school violation and/or activity suspension may be involved. Social media misconduct or violations of these rules or team expectations may result in discipline.

## STUDENT PARTICIPATION

Student participation is governed by the bylaws of the Nebraska Schools Activity Association and District #145 School Board policy #5103, Extra Curricular Activities. For the full version visit [www.nsaahome.org](http://www.nsaahome.org) or [Extracurricular Activity Policy 5103](#)

Each activity shall have written guidelines/standards for membership, participation and lettering (if applicable). These guidelines/standards will be subject to approval by the administration to assure compliance with District #145 and State of Nebraska policies. The guidelines/standards and other regulatory policies are available in the activity director's office for review.

### Nebraska School Activities Association Rules: (NSAA)

- A. Waverly High School is a member of the NSAA and is subject to and governed in part by the rules and regulations for activities sponsored by that organization. These rules and regulations include but are not limited to such subjects as eligibility, entry fees, awards, seasons, practices, summer activities, out-of-state contests, state-wide contests, Sunday contests, physical examinations, participation on non-high school teams in non-school competition, all-star events, amateur rules, assumed names, prohibited activities, playing rules, and equal opportunity for participation.
- B. Per NSAA Bylaw 3.1.1.2: If a student is participating in one sport during a sports season and decides to quit that sport and participate in another sport during the same season, the student shall be restricted from practice and competing for seven school days. No student who has practiced or competed in one sport will be allowed to switch to another sport if the district or state meet in the student's former sport is in progress or has been completed or a season has ended.
- C. If an individual is cut from a squad by the coaching staff, he/she may then participate in another sport the same season under the rules of the NSAA bylaw 3.1.1.2.
- D. These NSAA rules and regulations are available online at [www.nsaahome.org](http://www.nsaahome.org) or in the office of the activities director. The NSAA has a due process appeal procedure for alleged violations of their rules and regulations.
- E. Summary of NSAA Rules as to eligibility of Participants. [See Appendix II]

In order to maintain the integrity of the athletic program, those individuals who are dropped from an athletic team for disciplinary reasons or who quit on their own volition, will not be allowed to take part in any sport-specific activity conducted at District #145 facilities and under the supervision of his/her coach until the completion of the sport which he/she did not finish.

No student will ever use school facilities unless he/she is under the direct supervision of a coach or sponsor.

## STUDENT RELEASE FROM CLASS

It is the fundamental policy of the Waverly School System to keep to the very minimum the number of times an athlete is given permission to leave class for activity and athletic participation. The time that athletes are to be dismissed for activity and athletic events will be decided by the activities director conferring with the building principal.

It is the expectation that the sponsor communicates to the attendance secretary at least one day in advance of the trip on which students will be attending. A secretary will cross-reference the travel manifest with the Google academic eligibility form. If a student's name has not been cleared academically, the sponsor/student will be notified and the student(s) will not be eligible to go until they have fulfilled their requirements with the teacher(s). Students will be notified of their academic status via email and personal pass if they are ineligible.

In addition, coaches/Sponsors will be responsible for checking the Google academic eligibility form. If a student's name is not cleared, the student(s) are in danger of not being released for any activity participation. If a student receives a Red Card, it is the students' responsibility to talk with the teacher and make arrangements to take care of their academic responsibilities. It is the teacher's responsibility to approve/deny the students' leave for the activity.

**For all activities, student's will be released via intercom. Any students released/leaving class prior to any announcement by the office will be sent back to class and subject to disciplinary measures.**

## SUMMER ACTIVITIES (NSAA bylaw 3.2.8)

"Summertime" shall be defined as the Tuesday following Memorial Day to July 31. During the "summertime" there shall be no restrictions on the amount of contact between students and high school coaches. Attendance shall be voluntary, and coaches/school representatives may not directly or by implication require a student to attend "summertime" activities as a condition for membership on a high school team or restrict the level of team participation within the high school program.

### **Allowable Summer Activities:**

3.2.8.1 - NSAA Catastrophic Insurance does not cover coaches/students/schools during the summertime period.

3.2.8.2 - **Summertime School-Sponsored Camps/Clinics.** A school may organize a camp or clinic in any sport from the Tuesday following Memorial Day through July 31. The camp shall be limited to no more than ten days starting with the first date of the camp/clinic.

- A. Summertime school-sponsored camps/clinics include planned physical activities that are instructional and competitive in nature where actual games can be played or simulated by camp attendees.
- B. Summertime school-sponsored camps/clinics shall be voluntary and open to all interested students from grades 9-12.
- C. The use of school facilities and equipment is permitted in accordance with the district's Board of Education policy.
- D. Football summertime school-sponsored camps/clinics must adhere to the following contact limitation progression:
  - 1) On day one and day two unlimited "air" and "bag" contact is allowed with the use of handheld dummies only. Contact with blocking sleds and other mechanical devices, as well as with other players is prohibited. The no-contact rule does not preclude incidental or inadvertent contact, or the touching of a ball carrier with the hand(s). The only pieces of general football equipment shall be footballs, shoes, helmets, kicking tees and hand-held blocking dummies.
  - 2) On day three through ten, contact with blocking sleds and other mechanical devices is permitted. Unlimited "air," "bag," and "control" contact is permitted. A maximum of 30 minutes per day and no more than two consecutive days of "thud" contact is permitted. In addition to general football equipment, shoulder pads are permitted, but full protective equipment may not be worn.
  - 3) If a football camp/clinic is not held over ten consecutive days, the camp/clinic must restart with day one of the progression.

**3.2.8.3 - Summertime Conditioning Program.** A member school may organize and supervise a summer conditioning program to include weightlifting, running, and exercising. Conditioning sessions shall be no longer than 75 minutes in length per day or no more than 5 hours per week, and no student shall participate in more than one such session per day.

**3.2.8.4 - Summertime Open Gym/Facilities.** It is permissible for students to be involved in NSAA activities of a school's open training program during the summertime. Permitting the participation by non-high school students (graduates, adults, or individuals not a member of the school) shall be determined by the district's Board of Education policy.

**3.2.8.5 - Summertime Regulations for Athletes and Coaches.** From the Tuesday following Memorial Day or final day of school (whichever is later) until July 31, there shall be no restrictions on the contact between students and high school coaches.

**3.2.8.6 - Summertime Leagues/Competitions.** High school coaches are permitted to coach students from their school in summer league competition and games, provided there is no direct support from the school.

- A. All league fees and costs are to be paid by the athlete and/or his/her parents. The school, booster clubs, individuals and/or other organizations shall not provide expenses or support for individuals participating in such leagues.
- B. Team fundraisers may be used to finance summer league and camp activities. The AD/coach can hold money collected from fundraising in a school account until the money is needed to pay for summer league or camp activities. Any athlete receiving money for summer league/camps must participate in the fundraising activity.
- C. The use of school-issued game uniforms is prohibited.

**3.2.8.7 - Summertime Use of School Facilities.** Member schools may permit the use of their facilities in accordance with the district's Board of Education policy.

**3.2.8.8 - Summertime Use of School Equipment.** Member schools may permit the use of school equipment, other than school-issued game uniforms in accordance with the district's Board of Education policy.

**3.2.9 - Summertime College/Professional/Commercial Team Sport Camps/Clinics.** High school coaches are permitted to accompany students from their school to college, professional, or commercial sports specialized team camps/clinics during the summer.

- A. The purpose of a specialized sports camp/clinic/school is to give team members an opportunity to improve their skills in a particular activity.
- B. The athlete and/or his/her parents shall pay the fees and expenses for attendance to such camps or schools. The school, booster clubs, individuals and/or other organizations shall not provide expenses or support for individuals participating in camps, schools, and non-school competition.
- C. Team fundraisers may be used to finance team commercial camp/clinic activities. The AD/coach can hold money collected from fundraising in a school account until the money is needed to pay for camp activities. Any athlete receiving money for summer team camps/clinics must participate in the fundraising activity.
- D. The school shall not provide school-issued uniforms but may provide transportation for individuals participating in such camps/clinics, or schools with prior approval from the district's Board of Education.

**3.2.10 - Summertime Individual Commercial Camps/Clinics.** During the summer, students may attend any individual skill/technique camps or clinics.

- A. The purpose of an individual camp/clinic/school is to give a student an opportunity to improve his/her skills in a particular activity.
- B. The athlete and/or his/her parents shall pay the fees and expenses for attendance to such camps or schools. The school, booster clubs, individuals and/or other organizations shall not provide expenses or support for individuals participating in camps.
- C. Team fundraisers may be used to finance individual commercial camp/clinic activities. The AD/coach can hold money collected from fundraising in a school account until the money is needed to pay for summer individual camp/clinic activities. Any athlete receiving money for camps/clinics must participate in the fundraising activity.
- D. The school shall not provide school-issued uniforms.

## TEAM SELECTION

- Each Head Sponsor and their Assistant sponsors will conduct team selection and placement (if applicable).
- Placement on competitive teams will be made with regard to ability first and grade in school second.

- Students need to be aware that this does not mean they are guaranteed a uniform at any level. Suiting up for games must be earned and will be up to the discretion of the coaching staff.
- Sponsors are expected to clearly communicate this to their student and parents/guardians beforehand.
- Each sponsor has the discretion to make playing time determinations and no student has the right to appeal any sponsor's decision to allow (or not) any student to participate in any activity.

### TRAVEL

- In most cases, transportation will be provided by School District #145. Students are expected to travel to and from events by school bus or other-school vehicles. Students may ride home from an event with their parent/guardian if the parent gives written permission for the student to do so and checks the student out with the sponsor prior to leaving.
- Administration recognizes that unforeseen circumstances occur and, at times, may need to transport their child to the activity/event, or, have their child ride home from an event with another parent. In this case, PRIOR approval from building administration needs to occur and the proper checkout procedures will still need to happen following the event.
- In certain circumstances a student may arrange for alternative transportation to or from an event with consent from the activities director, sponsor, and written parental permission **prior** to the event. [See Appendix III]

### WEIGHT ROOM

- Any student can lift weights in the school weight room. No one is to be lifting weights without proper adult supervision present.
- The Head Strength Coach, along with the activities director, will determine weight room hours, schedules, and workouts in conjunction with head sponsors.

## APPENDIX I. NOTICE OF NON-DISCRIMINATION

School District 145 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Director of Special Education/Student Services Coordinator has been designated to handle inquiries regarding the non-discrimination policies, including Federal Title IX and Section 504 compliance procedures, for students, employees and others:

Delanie McMillan, 14511 Heywood Street, P.O. Box 426, Waverly, NE 68462 (402) 786-2321.

School District 145 is committed to offering educational opportunity to its students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by district employees, including, coworkers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Students (or parents on behalf of students) should report all instances of discrimination, harassment or retaliation to a teacher or to the compliance coordinator designated to handle complaints of discrimination. If the student is uncomfortable in presenting the problem to the teacher, or if the teacher is the problem, the student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal). Reference Board of Education Policy 5009.

For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12<sup>th</sup> Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

## APPENDIX II. REGULATIONS GOVERNING STUDENT PARTICIPATION

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. A summary of the major rules is given below. Contact the principal or activities director for an explanation of the complete rule. If you would like to view all NSAA eligibility rules, visit [www.nsaahome.org](http://www.nsaahome.org) and click on "About the NSAA", scroll down for constitution and bylaws. Eligibility is under 2.1.

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
3. Student must be enrolled in some high school on or before the eleventh school day of the current year.
4. Student is ineligible if nineteen years of age before August 1 of current school year. (Student may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. When a student enters a high school for the first time after promotion from grade eight of a two-year junior high school, or a sixth, seventh, and eighth grade middle school, or from grade nine of a seventh, eighth, and ninth grade junior high school, he/she may enter the high school of his/her choice and be eligible immediately if eligible in all other respects. Any subsequent transfer to another high school, unless there has been a change in domicile by his/her legal parents, or the student returns to his/her home school district and name appears on the May 1 Transfer List (2.7.8.1), shall render the student ineligible for varsity competition for ninety school days.
12. If a student in grades seven, eight or nine participates in interschool competition on a high school team at any level of competition, he/she has established his/her eligibility at the high school he/she has represented in such competition. Any subsequent transfer to another high school, unless there has been a change in domicile by his/her legal parents, shall render the student ineligible for varsity competition for ninety school days.
13. Any student whose parents reside in a school district that has a high school, shall become ineligible to represent that high school for varsity interscholastic competition for ninety school days upon the change of domicile by the parent(s) from that school to another school district that has a high school except:
  - a. If this domicile is changed during the school year, the student is eligible for the remainder of that school year in the school district from which the parents moved.
  - b. If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
  - c. If this domicile is changed during the summer months that immediately precede the school year and the student is in grade twelve and has attended the high school for two or more years, the student may be eligible for that school year in the school district from which the parents moved.
  - d. If the student transfers prior to May 1 and the new school notified the NSAA in writing (Option Enrollment Application), postmarked no later than May 1, the student is eligible at the start of the fall semester.

14. A student shall not participate in a contest under an assumed name.
15. A student must maintain his/her amateur status.

## APPENDIX III. WAVERLY ACTIVITIES TRANSPORTATION GUIDELINES

**ATHLETICS AND ACTIVITIES:** All participants are expected to use school-provided transportation to and from the site of all away events when such transportation is provided by the school district. If parents/legal guardians choose to check their son/daughter out and take them home following an event, they will need to communicate that with the head coach/sponsor ahead of time and sign them out following the event.

In the event of special circumstances parents/legal guardians need to contact the school and speak with administration for approval.

Due to some practice and game facilities being located "off campus", parents/guardians need to be aware that students may be allowed to drive themselves. These dates/times will be determined by the head coach/sponsor. If and/or when the school is not able to provide transportation to a practice or event, the proper form(s) must be on file at the school for the affected students to use alternative transportation. The appropriate consent form can be accessed from the head coach/sponsor or by contacting the school office. A brief summary of each request form is described below:

1. **STUDENTS TRANSPORTING THEMSELVES ONLY**, with prior written approval from the appropriate administrator and his/her parents/legal guardians.
2. **STUDENTS BEING TRANSPORTED BY ANOTHER STUDENT**, with prior written permission from the appropriate school administrator and the parents/legal guardians of the students being transported, as well as the parents/legal guardians of the student providing the transportation.
3. **STUDENTS MAY BE TRANSPORTED BY A DISTRICT EMPLOYEE FOR SCHOOL-RELATED BUSINESS**, with prior written permission from the appropriate administrator and his/her parents/legal guardians.

### USE OF ACTIVITY TRIP AND INTERSCHOLASTIC ACTIVITIES TRANSPORTATION GUIDELINES FORM

#### STUDENTS TRANSPORTING THEMSELVES:

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the **FIRST** consent box on the ACTIVITY TRIP AND INTERSCHOLASTIC ACTIVITIES TRANSPORTATION GUIDELINES FORM
3. Sign/date the form and check the box that indicates which extracurricular event(s) apply.
4. Submit completed form to the Activities Office **AT LEAST TWO DAYS PRIOR TO THE CONTEST OR EVENT.**
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

#### STUDENTS BEING TRANSPORTED BY ANOTHER STUDENT:

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the **SECOND** consent box on the ACTIVITY TRIP AND INTERSCHOLASTIC ACTIVITIES TRANSPORTATION GUIDELINES FORM
3. Sign/date the form and check the box that indicates which extracurricular event(s) apply.
4. Submit completed form to the Activities Office **AT LEAST TWO DAYS PRIOR TO THE CONTEST OR EVENT.**
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

#### STUDENTS BEING TRANSPORTED BY A DISTRICT EMPLOYEE FOR SCHOOL-RELATED BUSINESS:

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the **THIRD** consent box on the ACTIVITY TRIP AND INTERSCHOLASTIC ACTIVITIES TRANSPORTATION GUIDELINES FORM

3. Sign/date the form and check the box that indicates which extracurricular event(s) apply.
4. Submit completed form to the Activities Office **AT LEAST TWO DAYS PRIOR TO THE CONTEST OR EVENT.**
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

**SCHOOL DISTRICT #145 - WAVERLY**  
**ACTIVITY TRIP AND INTERSCHOLASTIC ACTIVITIES TRANSPORTATION GUIDELINES**  
Please provide the information below and place an "X" in the appropriate box or boxes.

I/We, \_\_\_\_\_ and \_\_\_\_\_, parent(s)/legal guardian(s)  
(Printed first and last name of parent/guardian) (Printed first and last name of parent/guardian)

of \_\_\_\_\_, \_\_\_\_\_ Male \_\_\_\_\_ Female Grade: \_\_\_\_\_  
(Printed first and last name of student)

I consent and approve of the use of alternative transportation **provided by our daughter/son named above** to and/or from the activity trip, practice, game, contest, or event for the current school year, provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to and/or from the activity trip, practice, game, contest or event.

I consent and approve of the use of alternative transportation **provided by another student for our daughter/son named above** to and/or from the activity trip, practice, game, contest, or event for the current school year, provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to and/or from the activity trip, practice, game, contest or event.

I consent and approve the use of alternative transportation of our daughter/son named above **provided by a School District #145 - Waverly employee or volunteer** to and/or from the activity trip, practice, game, contest, or event for the current school year, provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to and/or from the activity trip, practice, game, contest or event.

I/We acknowledge that the vehicle used for alternate transportation shall carry insurance coverage on such vehicle in an amount equal to or greater than the minimum required by Nebraska law and that seat belts must be used by all occupants of the vehicle used for alternative transportation. I/We acknowledge that I/we must inform the school administration if and/or when the vehicle used for alternative transportation no longer carries insurance coverage on such vehicle in an amount equal to or greater than the minimum required by Nebraska law. I/We acknowledge that the school does not verify the licensure, driving records, or the insurance coverage of parents, students, district employees and volunteers, and/or vehicles used for alternative transportation of students to and/or from off-campus activities. I/We acknowledge that the use of alternative transportation involves inherent risks of an accident that may result in property damages, personal injuries, or death, and I/we voluntarily accept and assume such inherent risks and voluntarily waive and release the District of any and all responsibility, duty, obligation, or liability therefor.

**Please indicate the sport/activity in which you give the above consent:**

Sport: \_\_\_\_\_

SAMPLE COPY – NOT TO BE USED  
 Coaches/Sponsors will distribute if needed

Activity: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_  
(Parent's/Legal Guardian's Signature) (Date)

\_\_\_\_\_  
(Parent's/Legal Guardian's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's Signature, If 19 years or older, student must also sign)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Administrator Signature)

\_\_\_\_\_  
(Date)

## APPENDIX IV. PARENT/GUARDIAN HELMET PURCHASE AGREEMENT

School District #145 – Waverly agrees to allow your child to utilize an independently purchased adult football helmet under the following conditions:

1. A new and unused helmet is purchased directly from the manufacturer or the manufacturer's authorized dealer.
2. The helmet has the National Operating Committee on Standards for Athletic Equipment (NOCSAE) safety standards stamp.
3. The new and unused purchased helmet must be taken to a school district approved vendor to have the official, school-approved color applied to the helmet. The cost shall be incurred by parent/guardian.
4. Parent/guardian must bring the helmet, the purchase receipt and signed waiver form to the Waverly High School Activities Director for verification.
5. The high school Activities Director shall submit the purchase receipt and waiver agreement to the superintendent. The superintendent will place the donation request on the agenda at the next regularly scheduled Board of Education meeting.
6. The Board of Education will take action whether or not to accept the donation. Equipment shall not be used until after action is taken by the District #145 Board of Education.
7. Each donated helmet shall become the property of School District #145 - Waverly and shall remain district property for the duration of the equipment's useful lifetime.
8. Each item will be earmarked for your son/daughter as long as the helmet meets current safety standards, properly fits your child, and remains a member of this team.

### Acknowledgement of Helmet Donation and Waiver of Liability

As the Parent/Guardian of the student-athlete named below, I hereby agree to the requirements and conditions and donate the independently purchased helmet to School District #145 - Waverly. Any intentional or unintentional falsification of information regarding the donated helmet makes this agreement null and void and releases District #145 - Waverly from any liability. I am entering into this Agreement freely and voluntarily and I understand and acknowledge that the terms contained herein are and shall be binding on me.

PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE \_\_\_\_\_

ATHLETE NAME: \_\_\_\_\_ GRADE \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_

### HELMET

Brand: \_\_\_\_\_ \*Model: \_\_\_\_\_

HELMET ID #: \_\_\_\_\_ NOCSAE STAMP: YES / NO

Certification Date: \_\_\_\_\_ Date Helmet Received: \_\_\_\_\_

\_\_\_\_\_

.....

### OFFICE USE ONLY

Date Waiver Received: \_\_\_\_\_ Date Helmet Received: \_\_\_\_\_

\_\_\_\_\_  
Date Approved by Board of Education: \_\_\_\_\_

Signature of Activities Director: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX V: District #145 Student Wellness Policy Information**

(NOTE: To see full version, visit [www.district145.org](http://www.district145.org) ; Policy #5049)

### **Policy Language**

“To support healthy food choices and improve student health and well- being, all foods and beverages outside the reimbursable school meal programs that are sold to

“The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements.”

Meals CANNOT be sold (this includes paying week to week or paying in a lump sum) to students prior to 2:20 PM.

Meals sold during the school day after 2:20 PM and before 4:10 PM (30 minutes after the end of the school day) MUST meet the USDA Smart Snacks standards. Any foods NOT meeting the USDA Smart Snacks standards CANNOT be sold prior to 30 minutes after the end of the school day or 4:10 PM.

We HIGHLY recommend using our food service to make athlete meals that are needed prior to 4:10 PM. This will eliminate confusion and will benefit our food service program.

### **Failure to comply by the new policy can mean loss of federal funding/reimbursement for our entire school lunch program!**

students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations...”

“This restriction does not apply to food sold during non-school hours, weekends, and off- campus fundraising events such as concessions during after- school sporting events, school plays, or concerts or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)”

“Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.”

### **What this means for Parents/Students**

**Meals/Snacks sold to students outside the school meal program must meet or exceed the USDA Smart Snacks standards (this includes meals sold during activities/athletics/clubs).**

“It shall not be sold in competition with school meals in the food service area during the meal service.”

**All food and beverages sold during the school day must meet the nutrition standards (this includes meals sold during activities/athletics/clubs as stated under the ‘for any other purpose in competition with the National School Lunch and Breakfast Programs’).**

“It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.”

**No other food can be sold during the meal service time which is to include 30 minutes before and 30**

**minutes after meal times. Approximately 7:30 AM to 9:10 AM and 10:55 AM to 2:20 PM.**

**No other food can be sold during the meal service time which is to include 30 minutes before and 30 minutes after meal times. Approximately 7:30 AM to 9:10 AM and 10:55 AM to 2:20 PM.**

**All foods sold to students throughout the school day must meet the USDA Smart Snacks standards. Any foods or beverages not meeting the requirements cannot be sold (this includes meals sold during activities/athletics/clubs).**

**This policy does not include foods provided free of charge to students and does not include foods sold off- campus or after school hours. This does NOT apply to concession stands.**

## **School District 145**

### **1-1 Device Protection Plan**

The DPP (Device Protection Plan) is an optional plan parents/students can participate in to provide protection on your school-owned device to assist with any repairs/damages that may occur during the year. The participation cost is \$20 per device, per school year. For students who qualify for the Free/Reduced Lunch Program, the cost is \$10 per device, per school year. Participation fees are non-refundable. Participation is indicated by and effective upon fee payment to the school bookkeeper. Enrollment into the plan is due Aug 30th or 2 weeks after enrollment in the district. If enrollment in the school district occurs in semester 2 then the participation cost will be reduced 50%.

#### **Covered Equipment**

1. The protection plan, costs, and deductibles apply to any device issued to your child by School District 145, whether it is the originally issued device, a loner, or a replacement device.
2. All repairs must be done through the school district and not through a third party.
3. As part of the protection plan, a loaner device will be issued while the device is in the repair shop.
4. Lost/Stolen/Misplaced/Theft of a device accompanied by a police report is covered by this plan at the current rate schedule.
5. Chargers: Device chargers that are damaged, broken, missing the bottom manufacturer label, or illegible serial number will be billed at the current rate schedule.

#### **Exclusions**

1. School District 145 will not pay for loss or damage caused by or resulting from the following:
2. Not informing the School District 145 Technology Department immediately of damage to the device may void the protection plan coverage for that incident. Examples being damage from a liquid spill, dropping of the device that may expose internal parts.
3. Damage caused by inappropriate electrical use such as using an inappropriate charger.
4. Dishonest, fraudulent, or criminal acts.
5. Excessive scratches/wear to device exterior caused by failure to regularly care for the device and use of the provided protective bag/sleeve.
6. Damage caused by repairs made by an unauthorized source. District devices should only be brought for repair to the School District 145 Technology Department.
7. Deliberate damage, neglect, or abuse caused by you or others allowed to use your laptop. This includes intentionally marking, defacing and/or abusing the device as well as damage caused by tampering with hardware components to alter district configurations.
8. Lost/Stolen/Misplaced/Theft of a device not accompanied by a police report is not covered and will require full payment. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the student handbook. (See rate schedule for further information.)

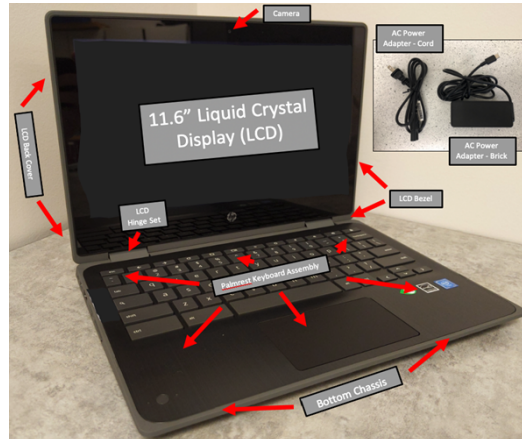
#### **Claim Procedures**

1. The student goes to the School Media Center for a loaner and/or to report the claim.
2. The Technology Department will coordinate an examination of the device to determine needed repairs and if there is a qualified claim.
3. If there is a claim, the School District 145 Technology Department will fill out the appropriate paperwork and the fees to PowerSchool and send an invoice to the guardian and student via School Messenger secure document delivery. If diagnosis of the repair needed is incomplete, fees will be billed after the repair work is completed by the repair shop.
4. Once the claim is in process, a loaner will be issued to the student at no charge if needed.

5. In cases of theft or disappearance, a copy of a police report must accompany the student before a loaner device is issued. The police report must also directly mention the theft of the device, the circumstances surrounding the theft, the school district asset tag number, and device serial number.

## HP X360 11 G3 EE Chromebook Schedule of Repairs and Fines

The HP X360 11 G3 EE Chromebook is issued to students in grade 12 during the 2025-26 school year.



Description	Without Protection Plan	With Protection Plan
Device Replacement	\$479.00	\$239.50
Motherboard	\$100.00	\$50.00
Palm rest Keyboard Assembly	\$60.00	\$30.00
11.6" Liquid Crystal Display (LCD)	\$90.00	\$45.00
Battery	\$30.00	\$15.00
AC Power Adapter - Brick	\$40.00	\$20.00
AC Power Adapter - Cord	\$5.00	\$2.50
LCD Back cover	\$40.00	\$20.00
Bottom Chassis	\$30.00	\$15.00
LCD Bezel	\$20.00	\$10.00
LCD Hinge Set	\$30.00	\$15.00
LCD Cable	\$25.00	\$12.50
Camera or Camera Cable	\$15.00	\$7.50
Daughterboard or Sensor Board	\$25.00	\$12.50
Speaker Set	\$20.00	\$10.00
Carrying Case / Sleeve w Pouch	\$21.50	\$10.75
Carrying Case: Pouch	\$4.50	\$2.25
Carrying Case: Shoulder Strap	\$2.50	\$1.25
Missing or Lost Asset Tag	\$5.00	\$2.50

## **School District 145**

### **1-1 Device Protection Plan**

The DPP (Device Protection Plan) is an optional plan parents/students can participate in to provide protection on your school-owned device to assist with any repairs/damages that may occur during the year. The participation cost is \$20 per device, per school year. For students who qualify for the Free/Reduced Lunch Program, the cost is \$10 per device, per school year. Participation fees are non-refundable. Participation is indicated by and effective upon fee payment to the school bookkeeper. Enrollment into the plan is due Aug 30th or 2 weeks after enrollment in the district. If enrollment in the school district occurs in semester 2 then the participation cost will be reduced 50%.

#### **Covered Equipment**

1. The protection plan, costs, and deductibles apply to any device issued to your child by School District 145, whether it is the originally issued device, a loaner, or a replacement device.
2. All repairs must be done through the school district and not through a third party.
3. As part of the protection plan, a loaner device will be issued while the device is in the repair shop.
4. Lost/Stolen/Misplaced/Theft of a device accompanied by a police report is covered by this plan at the current rate schedule.
5. Chargers: Device chargers that are damaged, broken, missing the bottom manufacturer label, or illegible serial number will be billed at the current rate schedule.

#### **Exclusions**

1. School District 145 will not pay for loss or damage caused by or resulting from the following:
2. Not informing the School District 145 Technology Department immediately of damage to the device may void the protection plan coverage for that incident. Examples being: damage from a liquid spill, dropping of the device that may expose internal parts.
3. Damage caused by inappropriate electrical use such as using an inappropriate charger.
4. Dishonest, fraudulent, or criminal acts.
5. Excessive scratches/wear to device exterior caused by failure to regularly care for the device and use of the provided protective bag/sleeve.
6. Damage caused by repairs made by an unauthorized source. District devices should only be brought for repair to the School District 145 Technology Department.
7. Deliberate damage, neglect, or abuse caused by you or others allowed to use your laptop. This includes intentionally marking, defacing and/or abusing the device as well as damage caused by tampering with hardware components to alter district configurations.
8. Lost/Stolen/Misplaced/Theft of a device not accompanied by a police report is not covered and will require full payment. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the student handbook. (See rate schedule for further information.)

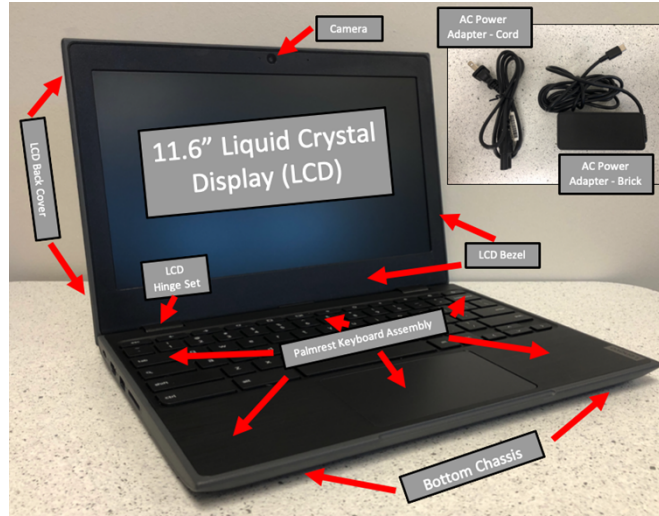
#### **Claim Procedures**

1. The student goes to the School Media Center for a loaner and/or to report the claim.
2. The Technology Department will coordinate an examination of the device to determine needed repairs and if there is a qualified claim.
3. If there is a claim, the School District 145 Technology Department will fill out the appropriate paperwork and the fees to PowerSchool and send an invoice to the guardian and student via School Messenger secure document delivery. If diagnosis of the repair needed is incomplete, fees will be billed after the repair work is completed by the repair shop.
4. Once the claim is in process, a loaner will be issued to the student at no charge if needed.

5. In cases of theft or disappearance, a copy of a police report must accompany the student before a loaner device is issued. The police report must also directly mention the theft of the device, the circumstances surrounding the theft, the school district asset tag number, and device serial number.

## Lenovo 100e Chromebook Schedule of Repairs and Fines

The Lenovo 100e Chromebook is issued to students in grades 6 & 7 & 8 during the 2025-26 school year.



Description	Without Protection Plan	With Protection Plan
Device Replacement	\$327.00	\$163.50
Motherboard	\$80.00	\$40.00
Palm rest Keyboard Assembly	\$60.00	\$30.00
11.6" Liquid Crystal Display (LCD)	\$60.00	\$30.00
Battery	\$50.00	\$25.00
AC Power Adapter - Brick	\$40.00	\$20.00
AC Power Adapter - Cord	\$5.00	\$2.50
LCD Back cover	\$30.00	\$15.00
Bottom Chassis	\$25.00	\$12.50
LCD Bezel or LCD Cable	\$15.00	\$7.50
LCD Hinge Set	\$20.00	\$10.00
Camera	\$20.00	\$10.00
Camera Cable	\$15.00	\$7.50
Daughterboard	\$20.00	\$10.00
Speaker Set	\$15.00	\$7.50
Carrying Case / Sleeve w Pouch	\$21.50	\$10.75
Carrying Case: Pouch	\$4.50	\$2.25
Carrying Case: Shoulder Strap	\$2.50	\$1.25
Missing or Lost Asset Tag	\$5.00	\$2.50

## **School District 145**

### **1-1 Device Protection Plan**

The DPP (Device Protection Plan) is an optional plan parents/students can participate in to provide protection on your school-owned device to assist with any repairs/damages that may occur during the year. The participation cost is \$20 per device, per school year. For students who qualify for the Free/Reduced Lunch Program, the cost is \$10 per device, per school year. Participation fees are non-refundable. Participation is indicated by and effective upon fee payment to the school bookkeeper. Enrollment into the plan is due Aug 30th or 2 weeks after enrollment in the district. If enrollment in the school district occurs in semester 2 then the participation cost will be reduced 50%.

#### **Covered Equipment**

1. The protection plan, costs, and deductibles apply to any device issued to your child by School District 145, whether it is the originally issued device, a loaner, or a replacement device.
2. All repairs must be done through the school district and not through a third party.
3. As part of the protection plan, a loaner device will be issued while the device is in the repair shop.
4. Lost/Stolen/Misplaced/Theft of a device accompanied by a police report is covered by this plan at the current rate schedule.
5. Chargers: Device chargers that are damaged, broken, missing the bottom manufacturer label, or illegible serial number will be billed at the current rate schedule.

#### **Exclusions**

1. School District 145 will not pay for loss or damage caused by or resulting from the following:
2. Not informing the School District 145 Technology Department immediately of damage to the device may void the protection plan coverage for that incident. Examples being: damage from a liquid spill, dropping of the device that may expose internal parts.
3. Damage caused by inappropriate electrical use such as using an inappropriate charger. Dishonest, fraudulent, or criminal acts.
4. Excessive scratches/wear to device exterior caused by failure to regularly care for the device and use of the provided protective bag/sleeve. Damage caused by repairs made by an unauthorized source. District devices should only be brought for repair to the School District 145 Technology Department.
5. Deliberate damage, neglect, or abuse caused by you or others allowed to use your laptop. This includes intentionally marking, defacing and/or abusing the device as well as damage caused by tampering with hardware components to alter district configurations.
6. Lost/Stolen/Misplaced/Theft of a device not accompanied by a police report is not covered and will require full payment. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the student handbook. (See rate schedule for further information.)

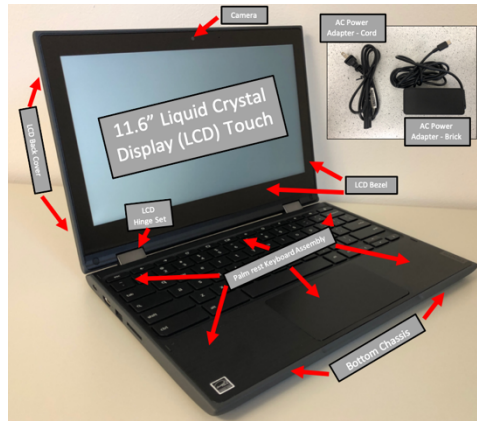
#### **Claim Procedures**

1. The student goes to the School Media Center for a loaner and/or to report the claim.
2. The Technology Department will coordinate an examination of the device to determine needed repairs and if there is a qualified claim.
3. If there is a claim, the School District 145 Technology Department will fill out the appropriate paperwork and the fees to PowerSchool and send an invoice to the guardian and student via SchoolMessenger secure document delivery. If diagnosis of the repair needed is incomplete, fees will be billed after the repair work is completed by the repair shop.
4. Once the claim is in process, a loaner will be issued to the student at no charge if needed.
5. In cases of theft or disappearance, a copy of a police report must accompany the student before a loaner device is issued. The police report must also directly mention the theft of the device, the circumstances surrounding the theft, the school district asset tag number, and device serial number.



## Lenovo 300e Chromebook Schedule of Repairs and Fines

The Lenovo 300e Chromebook is issued to students in grades 9, 10, and 11 during the 2025-26 school year.



Description	Without Protection Plan	With Protection Plan
Device Replacement	\$479.00	\$239.50
Motherboard	\$200.00	\$100.00
Palm rest Keyboard Assembly	\$50.00	\$25.00
11.6" Liquid Crystal Display (LCD) Touch	\$120.00	\$60.00
Battery	\$50.00	\$25.00
AC Power Adapter/Charger – Brick	\$40.00	\$20.00
AC Power Adapter/Charger – Cord	\$5.00	\$2.50
LCD Back Cover	\$30.00	\$15.00
Bottom Chassis	\$20.00	\$10.00
LCD Mylar Screw Covers (each)	\$2.00	\$1.00
LCD Bezel or LCD Cable	\$20.00	\$10.00
LCD Hinge Set	\$30.00	\$15.00
Camera or Camera Cable	\$20.00	\$10.00
Daughterboard	\$30.00	\$15.00
Speaker Set or Spine Cover	\$10.00	\$5.00
Lenovo Rechargeable Active Stylus Pen	\$20.00	\$10.00
Carrying Case / Sleeve w Pouch	\$21.50	\$10.75
Carrying Case: Pouch	\$4.50	\$2.25
Carrying Case: Shoulder Strap	\$2.50	\$1.25
Missing or Lost Asset Tag	\$5.00	\$2.50

## **School District 145**

### **1-1 Device Protection Plan**

The DPP (Device Protection Plan) is an optional plan parents/students can participate in to provide protection on your school-owned device to assist with any repairs/damages that may occur during the year. The participation cost is \$20 per device, per school year. For students who qualify for the Free/Reduced Lunch Program, the cost is \$10 per device, per school year. Participation fees are non-refundable. Participation is indicated by and effective upon fee payment to the school bookkeeper. Enrollment into the plan is due Aug 30th or 2 weeks after enrollment in the district. If enrollment in the school district occurs in semester 2 then the participation cost will be reduced 50%.

#### **Covered Equipment**

1. The protection plan, costs, and deductibles apply to any device issued to your child by School District 145, whether it is the originally issued device, a loner, or a replacement device.
2. All repairs must be done through the school district and not through a third party.
3. As part of the protection plan, a loaner device will be issued while the device is in the repair shop.
4. Lost/Stolen/Misplaced/Theft of a device accompanied by a police report is covered by this plan at the current rate schedule.
5. Chargers: Device chargers that are damaged, broken, missing the bottom manufacturer label, or illegible serial number will be billed at the current rate schedule.

#### **Exclusions**

1. School District 145 will not pay for loss or damage caused by or resulting from the following:
2. Not informing the School District 145 Technology Department immediately of damage to the device may void the protection plan coverage for that incident. Examples of damage; from a liquid spill, dropping of the device that may expose internal parts.
3. Damage caused by inappropriate electrical use such as using an inappropriate charger.
4. Dishonest, fraudulent, or criminal acts.
5. Excessive scratches/wear to device exterior caused by failure to regularly care for the device and use of the provided protective bag/sleeve.
6. Damage caused by repairs made by an unauthorized source. District devices should only be brought for repair to the School District 145 Technology Department.
7. Deliberate damage, neglect, or abuse caused by you or others allowed to use your laptop. This includes intentionally marking, defacing and/or abusing the device as well as damage caused by tampering with hardware components to alter district configurations.
8. Lost/Stolen/Misplaced/Theft of a device not accompanied by a police report is not covered and will require full payment. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the student handbook. (See rate schedule for further information.)

#### **Claim Procedures**

1. The student goes to the School Media Center for a loaner and/or to report the claim.
2. The Technology Department will coordinate an examination of the device to determine needed repairs and if there is a qualified claim.
3. If there is a claim, the School District 145 Technology Department will fill out the appropriate paperwork and the fees to PowerSchool and send an invoice to the guardian and student via School Messenger secure document delivery. If diagnosis of the repair needed is incomplete, fees will be billed after the repair work is completed by the repair shop.
4. Once the claim is in process, a loaner will be issued to the student at no charge if needed.

5. In cases of theft or disappearance, a copy of a police report must accompany the student before a loaner device is issued. The police report must also directly mention the theft of the device, the circumstances surrounding the theft, the school district asset tag number, and device serial number.

## iPad Schedule of Repairs and Fines

The iPad is issued to only students who require it during the 2025-26 school year.



Description	Without Protection Plan	With Protection Plan
Device Replacement	\$329.00	\$164.50
Liquid Crystal Display Screen (LCD)	\$150.00	\$60.00
Screen Digitizer (front glass)	\$60.00	\$30.00
Battery	\$50.00	\$25.00
Home Button	\$20.00	\$10.00
AC Charger Adapter - Brick	\$20.00	\$20.00
AC Charger Adapter - Cord	\$20.00	\$10.00
Case	\$25.00	\$12.50
Missing or Lost Asset Tag	\$5.00	\$2.50

# Parental Acknowledgement of Instructional Technologies in District 145 Secondary Classrooms

## Computing Devices

Student computing devices support digital curriculum and instruction within District 145 classrooms. The device used by students will vary by student age, ability, and learning situation (Chromebooks, tablets, etc.).

## Internet Use

The computing devices used by students can access the internet as well as running applications, allowing learners to engage with digital curriculum and participate in other learning opportunities.

## Data Protections

Students may sign into online tools using their District 145 accounts. District 145 takes this exchange of data very seriously and works to protect the identifiable information of students.

## Behavioral Expectations

Use of the devices is a privilege and students must demonstrate appropriate caution and responsibility when using them. Teachers will discuss building and classroom expectations for responsible technology use with students.

**REGARDING FINANCIAL LIABILITY:** Families are held liable for acts of vandalism (willful destruction of property) to District 145 property by their student. Additionally, families are responsible for all costs associated with repairs to devices, including but not limited to Chromebooks, assigned to their student. The optional Device Protection Program (DPP) exists to protect students and families from full financial responsibility for device repairs and/or replacement. School District 145 maintains the right to obtain reimbursement from, or on behalf of, student(s)/parents/guardians for any damage to, loss of, or failure to return school property.

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## AS PARENT / GUARDIAN:

- I acknowledge and authorize that my child will use an internet-enabled District 145 Student Computing Device.
- I acknowledge that the use of the device is a privilege not a right, and that my child will comply with District 145 School Board Policies when using the device. For more information see the 'Network, E-Mail, Internet and Other Computer Use Rules' section of the 'STUDENT - PARENT HANDBOOK OF SCHOOL DISTRICT #145'.
- I grant permission for District 145 to provide selected information required for my child to use online or other equipment or instructional technology tools approved by the District Instructional Technology Evaluation Committee. I further consent that District 145 may provide such information on my behalf under the Children's Online Privacy Protection Act, Children's Internet Protection Act, Protection of Pupil Rights Amendment, Family Educational Rights and Privacy Act, and other federal or state law.
- I specifically agree to indemnify and hold District 145 harmless from all liability, damages, claims, costs, expenses or other charges of any kind or nature whatsoever resulting from my child's use of the District 145 device or from any unauthorized use or content viewed on or downloaded to the device.
- I acknowledge I can enroll in the District 145 Device Protection Plan.
- I acknowledge that any district device that is assigned to my student is a rental agreement. The device is to be returned in good working condition and free from damage at the end of the loan period. The loan period terminates at the first occurrence when the student is no longer enrolled in the district or the last day of school in the month of May.

I indicated on the Acknowledgement & Consent Form if my student can fully participate in digital learning through the use of District 145 student computing devices.

***I indicated on the Acknowledgement & Consent Form if my student can fully participate in digital learning through the use of School District 145 student computing devices.***

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# Responsible Use Agreement for Students

I will demonstrate digital citizenship by taking care of any Student Computing Device issued to me by District 145. I agree to return devices in good condition at the end of my loan period.

## I will...

- Use District 145 student computing devices to access school assigned content and complete school work in accordance with District 145 Board policies ( : Technology Resources and Internet safety) and regulations ( :Acceptable Use of Computers, Network, Internet and Websites.
- Demonstrate proper care of the device by using the provided protective bag or cover when transporting or storing it.
- Bring the device, fully charged, to school each day.
- Charge the device only with the power cord provided with the device.
- Save all documents and school-related files to approved network servers so that no data will be lost in the event the device must be completely reset.
- Promptly report any damage to the device and/or problems with the operation of the device.
- Report loss or theft within 24 hours to school officials and authorities (Police)
- Obtain permission from individuals prior to using the device to record them visually or audibly.
- Keep the device free of any decorative writing, drawing, stickers, paint, tape, and decals.
- Turn over the device to staff upon request.
- Only use District 145 approved technology tools that use my district username and password.
- Keep my district 145 username and password private.

## I will not...

- Throw, drop, or damage the district device in any way.
- Give the device to another student, friend, or family member for his/her use.
- Use anyone else's username and password at any time.
- Allow anyone else to use my username and password at any time.
- Allow anyone else to use my device while it is signed into my District 145 account.
- Attempt to alter the configuration or user permissions of the device.
- Remove or copy any of the software applications or management/security utilities.
- Leave the device unsupervised (on desk, in hall, in car, etc)
- Redistribute any recordings of my teacher or classroom.
- Distribute, exchange, upload, attach, or archive any type of audio/video recordings unless the content has been reviewed and approved by a teacher who directs where the content will be stored.
- Download copyrighted or proprietary data or material.
- Order replacement parts for or have anyone other than District 145 personnel fix the device.

## No Expectation of Privacy

Because School District 145 owns the device, students have no expectation of confidentiality or privacy with respect to the device. District 145 may, without prior notice or consent, log into, view, monitor, and record the use of the device and any corresponding technology tools at any time for any reason related to the operations of School District 145.

***I indicated on the Acknowledgement & Consent Form that the Parent/Guardian has reviewed this and understands the expectations.***

# Responsible Technology Use Agreement

for School District 145 Elementary Students

## Be Respectful

- I will follow my teacher's instructions when using technology.
- I will use the device for learning, not entertainment.
- I will be polite and use appropriate language.
- I will keep my hands on my own device.
- I will ask permission before taking photos or using photos of others.

## Be Responsible

- I will take good care of all school technology.
- I will give credit for words or images in my work that came from someone else.
- I will report inappropriate digital behavior to an adult.
- I will report any technology problems or broken parts to an adult right away.

## Be Safe

- I will not share my password.
- If another student knows my password I will tell an adult so it can be changed.
- I will only visit web sites appropriate for learning.
- I will respect the web filtering and security of the District 145 network by not trying to bypass it.
- I will talk to a trusted adult whenever I feel uncomfortable or need help with technology.

*I understand that my teacher and/or other School District 145 staff members **can see my device screen at any time** and that I might face consequences for making poor choices when using technology.*

*I indicated on the Acknowledgement & Consent Form that the Parent/Guardian has reviewed this and understands the expectations.*

# Student Computing Device Handbook

The handbook is the combination of 4 separate documents. The first 3 require a signature in order for the student to receive a computing device.

1. The PA (Parental Acknowledgement of Instructional Technologies in District 145) document requires a parent or legal guardian signature to, in summary, allow the student to fully participate in digital learning.
  - a. [Elementary PDF](#)
  - b. [Secondary PDF](#)
2. The RUA (Responsible Use Agreement for Students) document requires a student signature that, in summary, will demonstrate digital citizenship by taking care of any Student Computing Device issued to the student by District 145 and return it/them in good condition at the end of the loan period.
  - a. [Elementary PDF](#)
  - b. [Secondary PDF](#)
3. DPP Sign-up Form (Device Protection Plan Sign-Up Form) document requires a parent or legal guardian signature either signing up or not for the Device Protection Plan and acknowledging the Device Protection Plan Agreement and Schedule of Repairs and Fines document for the student.
  - a. Available in the PowerSchool registration online forms
4. Chromebook Protection Plan and Schedule of Repairs and Fines document (varies by grade) gives the details of the CPP such as what is covered, not covered, claim procedure, and repair costs both with and without CPP.
  - a. [Folder of PDFs by grade](#)

**EXTRA-DUTY CATEGORY INDEX 2025-2026**

\$40,600		Level 1 (1-2 Yrs)		Level 2 (3-4 Yrs)		Level 3 (5-6 Yrs)		Level 4 (7+ Yrs)	
Category									
I		1.00%	\$406	1.50%	\$609	2.00%	\$812		
II		2.50%	\$1,015	3.00%	\$1,218	3.50%	\$1,421	4.00%	\$1,624
III		4.25%	\$1,726	4.75%	\$1,929	5.25%	\$2,132	5.75%	\$2,335
IV		4.75%	\$1,929	5.25%	\$2,132	5.75%	\$2,335	6.25%	\$2,538
V		6.50%	\$2,639	7.00%	\$2,842	7.50%	\$3,045	8.00%	\$3,248
VI		8.25%	\$3,350	8.75%	\$3,553	9.25%	\$3,756	9.75%	\$3,959
VII		14.00%	\$5,684	14.50%	\$5,887	15.00%	\$6,090	15.50%	\$6,293
VIII		15.75%	\$6,395	16.25%	\$6,598	16.75%	\$6,801	17.25%	\$7,004

<b>CATEGORY I</b>											
	1.00%	(1-2 Yrs)	1.50%	(3-4 Yrs)	2.00%	(5-6 Yrs)		Sponsor/Coach	Rate	LVL	Year
MS Student Council	\$406		\$609		\$812			Jeromy Doele	\$812	3	7
Math Club	\$406		\$609		\$812			Alek Gaard	\$609	2	3
MS Art	\$406		\$609		\$812			Amanda Hellerich	\$812	3	7
HS Art	\$406		\$609		\$812			Amanda Bultman	\$812	3	6
HS Science	\$406		\$609		\$812			Tatum Sesow	\$609	2	4
Drama	\$406		\$609		\$812			Brittany Hying	\$812	3	7
<b>SADD</b>											
SADD 1	\$406		\$609		\$812			Tavia Steenson	\$406	1	2
SADD 2	\$406		\$609		\$812						
Spanish	\$406		\$609		\$812			Laura Stilmack	\$812	3	7
Spanish	\$406		\$609		\$812			Cass Didier	\$812	3	7
History	\$406		\$609		\$812			Ryan Abbot	\$812	3	6
Quill & Scroll	\$406		\$609		\$812						
<b>Intramural Sports</b>											
7-8 Boys Intramural Basketball	\$406		\$609		\$812			Kalyn Brannigan	\$609	2	4
7-8 Boys Intramural Basketball	\$406		\$609		\$812			Gary Brown	\$812	3	7
7-8 Girls Intramural Basketball	\$406		\$609		\$812			Kalyn Brannigan	\$609	2	3
7-8 Girls Intramural Basketball	\$406		\$609		\$812			Gary Brown	\$812	3	7
7-8 Girls Intramural Basketball	\$406		\$609		\$812			Carrie Morgan	\$812	3	7
7-8 Girls Intramural Basketball	\$406		\$609		\$812						
Slam Poetry	\$406		\$609		\$812						
<b>Intramural MS Volleyball</b>											
7-8 Intramural Volleyball	\$406		\$609		\$812			Christina Kreikemeier	\$609	3	6
7-8 Intramural Volleyball	\$406		\$609		\$812			Carrie Morgan	\$609	3	6
Global Voices Sponsor	\$406		\$609		\$812			Cass Didier	\$812	4	7

<b>CATEGORY II</b>												
	2.50%	(1-2 Yrs)	3.00%	(3-4 Yrs)	3.50%	(5-6 Yrs)	4.00%	(7 Yrs)	Sponsor/Coach	Rate	LVL	Year
Academic Teams	\$1,015		\$1,218		\$1,421		\$1,624		David Hartman	\$1,624	4	7+
<b>Teammates Coordinator</b>												
Teammates Coordinator	\$1,015		\$1,218		\$1,421		\$1,624		Christy Scott	\$1,624	4	7+
Teammates Coordinator	\$1,015		\$1,218		\$1,421		\$1,624		Brook Ruhter	\$1,624	4	7+
Junior Class Sponsor	\$1,015		\$1,218		\$1,421		\$1,624		Rachelle Hinrich	\$1,624	4	7+
MS Musical Director	\$1,015		\$1,218		\$1,421		\$1,624		Brittany Hying	\$1,218	2	4
MS Instrumental Music	\$1,015		\$1,218		\$1,421		\$1,624					
MS Jazz Band	\$1,015		\$1,218		\$1,421		\$1,624		Emily Standage	\$1,421	3	6
National Honor Society	\$1,015		\$1,218		\$1,421		\$1,624		Katrina Darling	\$1,218	2	4
Elementary Music Performance	\$1,015		\$1,218		\$1,421		\$1,624		Emily Standage	\$1,624	4	7+
Elementary Music Performance	\$1,015		\$1,218		\$1,421		\$1,624		Elliott Crouch	\$1,624	4	7+

<b>CATEGORY III</b>												
	4.25%	(1-2 Yrs)	4.75%	(3-4 Yrs)	5.25%	(5-6 Yrs)	5.75%	(7 Yrs)	Sponsor/Coach	Rate	LVL	Year
Assistant Unified Bowling	\$1,726		\$1,929		\$2,132		\$2,335		OPEN			
Pep Band	\$1,726		\$1,929		\$2,132		\$2,335		Brady Rohlfis	\$2,335	4	7+
HS Student Council (Split)	\$1,726		\$1,929		\$2,132		\$2,335		TJ Wynn	\$1,929	2	4
HS Student Council (Split)	\$1,726		\$1,929		\$2,132		\$2,335		Calvin Sheldon	\$1,726	1	2
HS Concert Band	\$1,726		\$1,929		\$2,132		\$2,335		Brady Rohlfis	\$2,335	4	7+
HS Jazz Band	\$1,726		\$1,929		\$2,132		\$2,335		Brady Rohlfis	\$2,335	4	7+
HS Swing Choir	\$1,726		\$1,929		\$2,132		\$2,335		Sylvia O'Neill	\$1,726	1	1
Assistant Unified Track	\$1,726		\$1,929		\$2,132		\$2,335		Nick Sims	\$1,726	1	2
<b>7-8 Assistant Cross Country</b>	<b>\$1,726</b>		<b>\$1,929</b>		<b>\$2,132</b>		<b>\$2,335</b>					
School Community Intervention and Prevention - (SCIP)	\$1,726		\$1,929		\$2,132		\$2,335		Angie Cobelenes	\$2,132	3	5

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<b>CATEGORY IV</b>												
	4.75%	(1-2 Yrs)	5.25%	(3-4 Yrs)	5.75%	(5-6 Yrs)	6.25%	(7 Yrs)	Sponsor/Coach	Rate	LVL	Year
Assistant Boys Golf	\$1,929		\$2,132		\$2,335		\$2,538		Kristi Bowker	\$2,132	2	3
Assistant Girls Golf	\$1,929		\$2,132		\$2,335		\$2,538		Kristine Gale	\$2,132	2	3
Assistant Boys Tennis	\$1,929		\$2,132		\$2,335		\$2,538		Zach Tabor	\$2,132	2	3
Assistant Girls Tennis	\$1,929		\$2,132		\$2,335		\$2,538		Zach Tabor	\$2,132	2	3
Assistant Speech	\$1,929		\$2,132		\$2,335		\$2,538		Jessica Palmquist	\$1,929	1	2
<b>Assistant Strength Coach</b>												
Winter Assistant	\$1,929		\$2,132		\$2,335		\$2,538		Brian Benson	\$2,538	4	7+
Winter Assistant	\$1,929		\$2,132		\$2,335		\$2,538		Allen Osborn	\$2,538	4	7+
Spring Assistant	\$1,929		\$2,132		\$2,335		\$2,538		Reed Manstedt	\$2,538	4	7+
Spring Assistant	\$1,929		\$2,132		\$2,335		\$2,538		Landon Miller	\$2,538	4	7+
Fall Assistant	\$1,929		\$2,132		\$2,335		\$2,538		Reed Manstedt	\$2,538	4	7+
Fall Assistant	\$1,929		\$2,132		\$2,335		\$2,538		Brian Benson	\$2,538	4	7+
High Ability Learner (HAL)	\$1,929		\$2,132		\$2,335		\$2,538		Brittany Hying	\$1,929	1	2
Head Unified Bowling	\$1,929		\$2,132		\$2,335		\$2,538		Jamie Wood	\$1,929	1	2
Head Unified Track	\$1,929		\$2,132		\$2,335		\$2,538		Abbie Huenink	\$2,538	4	7
<b>Robotics</b>	<b>\$1,929</b>		<b>\$2,132</b>		<b>\$2,335</b>		<b>\$2,538</b>					
<b>7-8 Boys Football (6)</b>												
7-8 Boys Football	\$1,929		\$2,132		\$2,335		\$2,538		Dwight Malcolm	\$2,538	4	7+
7-8 Boys Football	\$1,929		\$2,132		\$2,335		\$2,538		Brayden Dowding	\$2,335	3	5
7-8 Boys Football	\$1,929		\$2,132		\$2,335		\$2,538		Eric Dolezal	\$2,538	4	7+
<b>7-8 Boys Football</b>	<b>\$1,929</b>		<b>\$2,132</b>		<b>\$2,335</b>		<b>\$2,538</b>		<b>Chad Kendall</b>	<b>\$2,538</b>	<b>4</b>	<b>7+</b>
7-8 Boys Football	\$1,929		\$2,132		\$2,335		\$2,538		J.P. Malcom	\$1,929	2	3
7-8 Boys Football	\$1,929		\$2,132		\$2,335		\$2,538		Nick Sims	\$2,538	4	7
<b>7-8 Girls Volleyball (4)</b>												
7-8 Girls Volleyball	\$1,929		\$2,132		\$2,335		\$2,538		Ty Peterantez	\$2,538	4	7+
<b>7-8 Girls Volleyball</b>	<b>\$1,929</b>		<b>\$2,132</b>		<b>\$2,335</b>		<b>\$2,538</b>					
7-8 Girls Volleyball	\$1,929		\$2,132		\$2,335		\$1,269		Claire Felber	\$964	1	2
7-8 Girls Volleyball	\$1,929		\$2,132		\$2,335		\$1,269		Peyton Barrett	\$964	1	2
7-8 Girls Volleyball	\$1,929		\$2,132		\$2,335		\$2,538		MacKenzie Scurto	\$1,929	1	2
<b>7-8 Girls Basketball (4)</b>												
7-8 Girls Basketball	\$1,929		\$2,132		\$2,335		\$2,538		Nathan Holcomb	\$1,929	1	2
7-8 Girls Basketball	\$1,929		\$2,132		\$2,335		\$2,538		Jacob Cornelius	\$1,929	1	2
7-8 Girls Basketball	\$1,929		\$2,132		\$2,335		\$2,538		Brent Hummel	\$1,929	1	2
<b>7-8 Girls Basketball</b>	<b>\$1,929</b>		<b>\$2,132</b>		<b>\$2,335</b>		<b>\$2,538</b>					
<b>7-8 Boys Basketball (4)</b>												
7-8 Boys Basketball	\$1,929		\$2,132		\$2,335		\$2,538		Shawn Ekwall	\$2,538	4	7+
7-8 Boys Basketball	\$1,929		\$2,132		\$2,335		\$2,538		Anthony Harms	\$2,538	4	7+
7-8 Boys Basketball	\$1,929		\$2,132		\$2,335		\$2,538		Nate McIntire	\$2,132	2	3
7-8 Boys Basketball	\$1,929		\$2,132		\$2,335		\$2,538		Nathan Holcomb	\$1,929	1	2
<b>7-8 Boys Wrestling (2)</b>												

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SPLIT

7-8 Boys Wrestling	\$1,929	\$2,132	\$2,335	\$2,538	Brayden Dowding	\$2,335	3	5
7-8 Boys Wrestling	\$1,929	\$2,132	\$2,335	\$2,538	Dwight Malcolm	\$2,538	4	7
<b>7-8 Girls Wrestling (2)</b>								
7-8 Girls Wrestling	\$1,929	\$2,132	\$2,335	\$2,538	Dwight Malcolm	\$2,538	4	7
7-8 Girls Wrestling	\$1,929	\$2,132	\$2,335	\$2,538	Shawn Smith	\$2,335	3	6
7-8 Girls / Boys Track (5)	\$1,929	\$2,132	\$2,335	\$2,538	Alex Gaard	\$2,538	4	7
<b>7-8 Cross Country</b>								
7-8 Cross Country	\$1,929	\$2,132	\$2,335	\$2,538	Paul Riley	\$1,929	1	2
7-8 Cross Country	\$1,929	\$2,132	\$2,335	\$2,538	Kaitlyn Cassidy	\$2,132	2	3
<b>Middle School Track</b>								
Middle School Track	\$1,929	\$2,132	\$2,335	\$2,538	Kalyn Brannagan	\$2,538	4	7
Middle School Track	\$1,929	\$2,132	\$2,335	\$2,538	Darly Poppe	\$2,538	4	7
Middle School Track	\$1,929	\$2,132	\$2,335	\$2,538	Brayden Dowding	\$2,335	3	5
Middle School Track	\$1,929	\$2,132	\$2,335	\$2,538	Alec Gaard	\$2,538	4	7
Middle School Track	\$1,929	\$2,132	\$2,335	\$2,538	Vicki Fehringer	\$2,538	4	7
Middle School Track	\$1,929	\$2,132	\$2,335	\$2,538	Creighton Pearse	\$2,538	4	7
Assistant Musical	\$1,929	\$2,132	\$2,335	\$2,538	Jeromy Doelee	\$2,538	4	7

**CATEGORY V**

	6.50%	(1-2 Yrs)	7%	(3-4 Yrs)	7.50%	(5-6 Yrs)	8%	(7 Yrs)	Sponsor/Coach	Rate	LVL	Year
Assistant Marching Band	\$2,639	\$2,842	\$3,045	\$3,248								
Hi Spot/Viking	\$2,639	\$2,842	\$3,045	\$3,248					Stephanie Fink	\$3,045	3	6
FCCLA	\$2,639	\$2,842	\$3,045	\$3,248					Audrey Foster	\$1,421	2	4
FCCLA	\$2,639	\$2,842	\$3,045	\$3,248					Rachelle Hinrichs	\$1,421	2	3
Head Boys Bowling	\$2,639	\$2,842	\$3,045	\$3,248					Mikal Shalikow	\$3,248	4	7+
Head Girls Bowling	\$2,639	\$2,842	\$3,045	\$3,248					Frank Schmal	\$3,248	4	7+
Skills USA	\$2,639	\$2,842	\$3,045	\$3,248					Will Tietmeyer	\$3,248	4	7
FBLA	\$2,639	\$2,842	\$3,045	\$3,248					Tara Bohaboj	\$3,248	4	7+
Assistant Play Director	\$2,639	\$2,842	\$3,045	\$3,248					Jeromy Doelee	\$3,248	4	7
Assistant Play Director	\$2,639	\$2,842	\$3,045	\$3,248								
<b>Marching Band</b>												
Assistant Marching Band – Color Guard	\$2,639	\$2,842	\$3,045	\$3,248					Kenia Morales	\$2,639	1	1
Assistant Marching Band – Color Guard	\$2,639	\$2,842	\$3,045	\$3,248					Delaney McCabe	\$2,639	1	1
Assistant Marching Band – Frontline	\$2,639	\$2,842	\$3,045	\$3,248					Gabrielle Brady	\$2,842	2	3
Assistant Marching Band – Drumline	\$2,639	\$2,842	\$3,045	\$3,248					Jacob Dill	\$3,045	3	5
<b>SPED Unit Leader</b>												
Eagle	\$2,639	\$2,842	\$3,045	\$3,248					Tammy Gress	\$3,248	4	7+
Hamlow	\$2,639	\$2,842	\$3,045	\$3,248					Cara Piper	\$3,248	4	7+
Intermediate	\$2,639	\$2,842	\$3,045	\$3,248					Shanna Shaffer	\$2,842	2	3
Middle	\$2,639	\$2,842	\$3,045	\$3,248					Tracie Hasenkamp	\$3,045	3	5
High School	\$2,639	\$2,842	\$3,045	\$3,248								
Head E-Sports	\$2,639	\$2,842	\$3,045	\$3,248					Adam Qualset	\$2,842	2	4
Educators Rising	\$2,639	\$2,842	\$3,045	\$3,248					Cass Didier	\$2,639	1	2
<b>Teacher Leader Facilitator</b>												
1												
2												
3												
4												
5												

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**CATEGORY VI**

	8.25%	(1-2 Yrs)	8.75%	(3-4 Yrs)	9.25%	(5-6 Yrs)	9.75%	(7 Yrs)	Sponsor/Coach	Rate	LVL	Year
<b>Assistant Boys Football</b>												
Assistant Boys Football	\$3,350	\$3,553	\$3,756	\$3,959					Matt Brewer	\$3,959	4	7+
Assistant Boys Football	\$3,350	\$3,553	\$3,756	\$3,959					Brian Benson	\$3,959	4	7+



Head Girls Soccer	\$5,684	\$5,887	\$6,090	\$6,293	Joel Fritz	\$6,293	4	7+
Head Girls Softball	\$5,684	\$5,887	\$6,090	\$6,293	Luke Sheppard	\$6,293	4	7+
Head Cross Country	\$5,684	\$5,887	\$6,090	\$6,293	Laura Hilkemann	\$6,293	4	7
Head Baseball	\$5,684	\$5,887	\$6,090	\$6,293				
Head Strength Coach Spring	\$5,684	\$5,887	\$6,090	\$6,293	Anthony Harms	\$6,293	4	7+
Head Strength Coach Fall	\$5,684	\$5,887	\$6,090	\$6,293	Anthony Harms	\$6,293	4	7+
Head Strength Coach Winter	\$5,684	\$5,887	\$6,090	\$6,293	Landon Miller	\$6,293	4	7+
Head Cheerleading	\$5,684	\$5,887	\$6,090	\$6,293	Jamie Lanik	\$6,293	4	7+
Head Dance Team	\$5,684	\$5,887	\$6,090	\$6,293	Paige Piper	\$6,293	4	7+

**CATEGORY VIII**

	15.75% (1-2 Yrs)	16.25% (3-4 Yrs)	16.75% (5-6 Yrs)	17.25% (7 Yrs)	Sponsor/Coach	Rate	LVL	Year
Head Boys Football	\$6,395	\$6,598	\$6,801	\$7,004	Reed Manstedt	\$7,004	4	7+
Head Boys Basketball	\$6,395	\$6,598	\$6,801	\$7,004	Garrett Borchert	\$6,801	3	6
Head Girls Basketball	\$6,395	\$6,598	\$6,801	\$7,004	John Cockerill	\$7,004	4	7+
Head Boys Wrestling	\$6,395	\$6,598	\$6,801	\$7,004	Eric Dolezal	\$7,004	4	7
Head Girls Wrestling	\$6,395	\$6,598	\$6,801	\$7,004	Brayden Dowding	\$6,598	2	4
Head Girls Volleyball	\$6,395	\$6,598	\$6,801	\$7,004	Terri Neujahr	\$7,004	4	7+
Head School Play Director	\$6,395	\$6,598	\$6,801	\$7,004	Jessical Palmquist	\$6,395	1	2
Head Track	\$6,395	\$6,598	\$6,801	\$7,004	Brian Benson	\$7,004	4	7+
Head Marching Band	\$6,395	\$6,598	\$6,801	\$7,004	Brady Rohlf	\$7,004	4	7+
Total Extra Duty Cost						\$478,776		