

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
- 3.2. 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. Handbooks

Approve Technology, Teacher, Student/Parent, Classified, Sponsor and Activity Handbooks for the 2026-2027 school year Passed with a motion by Board Member #1 and a second by Board Member #2.

5.3. Superintendent Search Firm Agreement

Approve the agreement with McPherson and Jacobson to provide services on the superintendent search not to exceed \$12,910 Passed with a motion by Board Member #1 and a second by Board Member #2.

5.4. Declare Surplus

Declare old volleyball uniforms for surplus and sale Passed with a motion by Board Member #1 and a second by Board Member #2.

5.5. Adult Lunch Prices

Approve adult breakfast to \$3.00 and adult lunch to \$5.00 for the 2026-2027 school year. Passed with a motion by Board Member #1 and a second by Board Member #2.

5.6. Reaffirm Board Policies

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

5.7. Policy Updates

Approve updates to policies: 1110, 3060, 3560, 5000, 5001, 5005, 5008, 5008 resolution, 5010, 5023, and 8342 Passed with a motion by Board Member #1 and a second by Board Member #2.

5.8. Rescind Policy

Rescind policy 3055 Passed with a motion by Board Member #1 and a second by Board Member #2.

5.9. WEA Negotiation Acknowledgment Letter

Recognize the Waverly Education Association as the sole and exclusive negotiating agent for the 2028-2029 school year Passed with a motion by Board Member #1 and a second by Board Member #2.

6. Board of Education Information and Discussion

6.1. 2026-2027 Budget Review

6.2. Preliminary Engineering Analysis - Updated July 20, 2026

6.3. ESCO Project for 26-27 Discussion

6.4. Superintendent Search Firm Special Board Meeting Reminder

7. Convene Closed Session

7.1. Convene Closed Session

7.1.1. Restate Closed Session Reason

8. Reconvene in 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

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

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.”

Elementary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) <u>or</u> Specific Material Required
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 \$20.00 may be charged for use of school owned instrument. Chorus Shirts not to exceed \$20.00 \$30.00
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~~ \$10.00 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~~ not to exceed \$150.00.

STUDENTS**Appendix to 5033**

Copies	Use of school copiers in accordance with board policy.	Five cents (.05) 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) <u>or</u> 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 \$20.00 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.	Five cents (.05) 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.

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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 \$5.00 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. (What do we want to do with this?)

Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required																										
Athletic Programs																												
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~~ NSAA Sanction Activity Fee	Fee to participate in athletic programs.	~~\$30.00~~ None; However, the Board of Education may elect to establish an athletic participation fee.																										
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.	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: <table><tr><td>Basketball</td><td>No additional</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 & 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><tr><td>Cheerleading and Dance Team Squads</td><td>Shoes, approved uniforms (top & skirt; pants; jacket), poms</td></tr></table>	Basketball	No additional	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	Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; pants; jacket), poms
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STUDENTS
Appendix to 5033

STUDENT		Appendix to Code	
			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.~~ \$150.00	
Clubs/Organizations			
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, meals and activities	Annual dues not to exceed \$50.00 per club.	
Drama Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Academic Team (Quiz	State & national dues,	Annual dues not to exceed \$50.00 per club.	

STUDENTS**Appendix to 5033**

Bowl)	meals and activities	
International Thespian Society	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Social & Recognition Activities		
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.	Not to exceed \$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~~ \$100.00 , 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

Policy Revised: 07/03/06

Policy Revised: 07/06/09

Policy Revised: 07/02/12

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA

STUDENTS

Policy Revised: 08/05/19

Policy Revised: 08/10/2020

Appendix to 5033

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	
Policy Reaffirmed:	08/04/2025	

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
Policy Reaffirmed: 08/04/2025

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA

STUDENTS

5011

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

Policy Reaffirmed: 08/04/2025

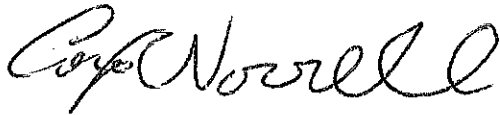
Meeting Notice
Notice of Regular Meeting
School District 145 (aka Waverly Public Schools)

The School District 145-Waverly Board of Education will convene public hearings at 6:00 p.m. on Monday, August 10th, 2026 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 10th, 2026 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 6th day of August, 2026.

A handwritten signature in black ink, appearing to read "Cory Worrell". The signature is fluid and cursive, with the first name "Cory" and last name "Worrell" clearly distinguishable.

Cory Worrell
Superintendent

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 Regular Meeting

Central Office Building
14511 Heywood
Waverly, NE 68462-0426

Thursday, July 9, 2026 6:00 PM Central

1. CALL TO ORDER

1.1. Roll Call

Larry Adams: Present
Scott Claycomb: Present
John Cooper: Present
Chad Kendall: Present
Cole Stark: Present
Jessica Zuniga: Present
Present: 6.

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, June 25th, 2026 edition of The Voice News.

2. APPROVAL OF AGENDA

Motion to approve agenda Passed with a motion by Chad Kendall and a second by Jessica Zuniga. Larry Adams: Yea, Scott Claycomb: Yea, John Cooper: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea Yea: 6, Nay: 0

2.1. Approve Agenda

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 John Cooper and a second by Larry Adams.

Larry Adams: Yea, Scott Claycomb: Yea, John Cooper: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea Yea: 6, Nay: 0

5.1.1. Meeting Minutes

5.1.2. Staff Resignations / Terminations

Name, Position, School

Dave Kage, Resignation, Custodian, Waverly High School, Effective immediately

Tracey Amison, Food Service, Waverly Intermediate School, Effective immediately

Abi Dettmer, Assistant, Central Office, Effective 7/24/2026

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 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.

Roman Cerda De La Torre, Custodian, Waverly Intermediate School, Replacement for Craig Swedenberg, Recommended start date 7/6/2026

Brian Erickson, Custodian, Waverly High School, Replacement for Samari Owens, Recommended start date 6/29/2026

Brenda Tietjen, Food Service, Waverly High School, Replacement for Tabitha Huenink, Recommended start date 8/10/2026

Sara Zepf, Food Service, Waverly Intermediate School, Replacement for Tracey Amison, Recommended start date 8/10/2026

Madelon Watanabe, New Title-Head Cook, Waverly High School, Replacement for Lindsey Homan , Recommended start date 8/10/2026

Pam Rine, New Title-Assistant Head Cook, Waverly High School, Recommended start date 8/10/2026

Samari Guerra Owens, Custodian, Waverly High School, Replacement for Dave Kage, Recommended start date 7/9/2026

5.1.4. Extra-Duty Assignments

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

Michael Cobelens, Assistant Girls Golf Coach, Waverly High School, Level 4, Year 7 plus, Replacement for Kristine Gale

Lance Mattice, Musical Director, Waverly High School, Level 1, Year 1, Replacement for Madisen White

Landon Tjaden, Assistant Boys Basketball Coach, Waverly High School, Volunteer, New Hire

Christian Madora, Play Production, Waverly High School, Volunteer

Cole Murray, 9th Grade Boys Basketball Coach, Waverly High School, Level 1, Year 2, Replacement for TJ Wynn

TJ Wynn, Assistant Boys Basketball Coach, Waverly High School, Level 4, Year 7 plus, Open position this past year

Andrew Broders, Head Boys Basketball Coach, Waverly High School, Level 7, Year 7 plus, Replacement for Garrett Borchert

Kalyn Brannagan, Assistant Cross Country Coach, Waverly High School, Level 3, Year 5, Replacement for Alek Gaard

Kennedy Wylder, Reserve Volleyball Coach, Waverly High School, Level 1, Year 1, Replacement for Kaela White

5.1.5. Fund Balances

5.1.6. Fund Claims

5.1.7. Acceptance of Donations

5.2. Van Purchases

Motion to approve the purchase of four (4) Vans from Woodhouse for the amount of \$258,794. Passed with a motion by Jessica Zuniga and a second by Cole Stark. Larry Adams: Yea, Scott Claycomb: Yea, John Cooper: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea Yea: 6, Nay: 0

5.3. Crosstown Bussing Charges for 2026-2027

Motion to approve new crosstown bussing charges for the 2026-2027 school year. New crosstown bussing fees of \$145/family and \$110/single Passed with a motion by Jessica Zuniga and a second by John Cooper. Larry Adams: Yea, Scott Claycomb: Yea, John Cooper: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea Yea: 6, Nay: 0

5.4. Approve Resolution of the board of education to increase base growth percentage to determine its property tax request authority.

Approve resolution of the board of education to increase base growth percentage for the 2026 - 2027 budget in an amount of 6% - \$1,950,783 (\$27,013,383) Passed with a motion by Cole Stark and a second by Chad Kendall. Larry Adams: Yea, Scott Claycomb: Yea, John Cooper: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea Yea: 6, Nay: 0

5.5. Declare Surplus Property

Motion to approve vending machine as surplus to sell or dispose. Passed with a motion by Chad Kendall and a second by Larry Adams. Larry Adams: Yea, Scott Claycomb: Yea, John Cooper: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea Yea: 6, Nay: 0

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

Approve the agreement for the Nebraska Center for the Education of Children who are Blind or Visually Impaired for the 2026-2027 school year Passed with a motion by Jessica Zuniga and a second by Cole

Stark. Larry Adams: Yea, Scott Claycomb: Yea, John Cooper: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea Yea: 6, Nay: 0

5.7. Set 2026-2027 Student Lunch and Breakfast Prices

School Board July 9th. Breakfast and Lunch Prices for upcoming school year 2026-2027.

New Pricing Elementary School Year 2026-2027

26- 27 Breakfast Price - \$2.12

26 -27 Lunch Price - \$3.28

New Pricing Secondary School Year 2026-2027

26 - 27 Breakfast Price - \$2.22

26 -27 Lunch Price - \$3.55

Approve the 2026-2027 breakfast and lunch prices Passed with a motion by Jessica Zuniga and a second by Chad Kendall. Larry Adams: Yea, Scott Claycomb: Yea, John Cooper: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea Yea: 6, Nay: 0

5.8. 2026-2027 Classified Scale Change

Approve 2026-2027 Classified Pay School, with sub bus drivers moving from 20-21. Passed with a motion by Cole Stark and a second by Larry Adams. Jessica Zuniga: Abstain (With Conflict), Larry Adams: Yea, Scott Claycomb: Yea, John Cooper: Yea, Chad Kendall: Yea, Cole Stark: Yea Yea: 5, Nay: 0, Abstain (With Conflict): 1

5.9. Approve 2026-2027 WTA Agreement

Motion to approve WTA Agreement Passed with a motion by Larry Adams and a second by John Cooper. Jessica Zuniga: Abstain (With Conflict), Larry Adams: Yea, Scott Claycomb: Yea, John Cooper: Yea, Chad Kendall: Yea, Cole Stark: Yea Yea: 5, Nay: 0, Abstain (With Conflict): 1

5.10. Substitute Teacher Pay

Current Rate for 2025-2026

1-9 Days Rate=\$160.00

10-19 Days Rate=\$170.00

20 days and over=\$213.00

These rates were approved in July of 2024.

We are proposing the changes below for the 2026-2027 school year.

1-9 Days Rate=\$165.00

10-19 Days Rate=\$175.00

20 days and over=\$222.00

The 20 days and over pay is based off a percentage of our base salary.

BP 4650 discusses setting substitute teacher pay. This is attached.

Approve substitute teacher rate pay of \$165.00 for 1-9 days, \$175.00 for 10-19 days and \$222.00 for 20 days and over Passed with a motion by Chad Kendall and a second by John Cooper. Jessica Zuniga: Abstain (With Conflict), Larry Adams: Yea, Scott Claycomb: Yea, John Cooper: Yea, Chad Kendall: Yea, Cole Stark: Yea Yea: 5, Nay: 0, Abstain (With Conflict): 1

5.11. Superintendent Retirement

Approve Superintendent Cory Worrell's resignation effective at the end of the 2026-2027 school year
Passed with a motion by Jessica Zuniga and a second by John Cooper. Larry Adams: Yea, Scott
Claycomb: Yea, John Cooper: Yea, Chad Kendall: Yea, Cole Stark: Yea, Jessica Zuniga: Yea Yea: 6,
Nay: 0

6. Board of Education Information and Discussion

6.1. Discussion on Superintendent Search and Next Steps

6.2. Upcoming Board Activities

6.3. Board Training/Development

NASB Schedule of Events

July, 2026

Alicap Summer Safety Workshops
Thursday, July 9-Lincoln

August 2026

NASB Board Candidate Workshops
Tuesday, August 4-Alliance and Beatrice
Wednesday, August 5-McCook and Bellevue

Area Membership Meetings

Tuesday, August 25-Nebraska City

Area Membership Meetings

September 2026

Tuesday, September 1-Omaha
Wednesday, September 9-York
Wednesday, September 23-Fremont

Labor Relations

September 29-30-Lincoln

October 2026

Nothing Scheduled

November 2026

Statewide General Election-Tuesday, November 3

State Education Conference

Building Strong Futures
November 18-20-Omaha

December 2026

New Board Member Workshops
Wednesday, December 9-Ogallala and Beatrice

January 2027

Tuesday, January 5-McCook and Wayne
Wednesday, January 6-Hastings and Omaha

6.4. Board Meetings

6.5. Committee Meetings

Policy Committee

Building, Grounds, Transportation Committee

Planning and Development Committee

Performance and Assessment Committee

Board Trainings/Activity/Events

7. Adjournment

The meeting was declared adjourned by the President at 7:09PM

Motion to adjourn. Passed with a motion by Jessica Zuniga and a second by John Cooper.

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

Yea: 6, Nay: 0

Board of Education

Business Manager

AGENDA

School District #145 - Waverly Public Schools

1. OPENING OF THE MEETING

1.1. Call to Order

The special meeting of the School District 145 Board of Education was called to order on Monday, July 22, 2026 6:00P.M., at the Central Office Board Room, 14511 Heywood Street, Waverly, Nebraska.

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. 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 meeting notice also appeared in the July 16th, 2026 edition of The Voice.

1.4. Roll Call

Members Present: Board Members: Scott Claycomb, John Cooper, Larry Adams, Chad Kendall, Cole Stark and Jessica Zuniga

1.5. Pledge of Allegiance

2. APPROVAL OF AGENDA

2.1. Approve Agenda

Approval of the agenda for the meeting Passed with a motion by John Cooper and a second by Cole Stark.

Larry Adams: Yea

Scott Claycomb: Yea

John Cooper: Yea

Chad Kendall: Yea

Cole Stark: Yea

Jessica Zuniga: Yea

3. 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.

4. Discussion Items

4.1. Interview Superintendent Search Firms

Interview Superintendent Search Firms and get questions answered. Motion to notify McPherson & Jacobson, LLC of our intent to move forward with a contract for the superintendent search that we vote on in August. Passed with a motion by John Cooper and a second by Larry Adams.

Cole Stark: Abstain (With Conflict)

Larry Adams: Yea

Scott Claycomb: Yea

John Cooper: Yea

Chad Kendall: Yea

Jessica Zuniga: Yea

5. Adjournment

The meeting was declared adjourned by the President at 7:22PM

Motion to adjourn Passed with a motion by Chad Kendall and a second by Jessica Zuniga.

Larry Adams: Yea

Scott Claycomb: Yea

John Cooper: Yea

Chad Kendall: Yea

Cole Stark: Yea

Jessica Zuniga: Yea

Business Manager

Board Member

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

From: **Philip Steffen** <philip.steffen@district145.org>

Date: Thu, Jul 23, 2026 at 2:24 PM

Subject: Colleen Konder retirement notice

To: Rik Devney <rik.devney@district145.org>

Colleen Konder - via text to Philip Steffen

"I Colleen Konder announcing effective July 8th 2026 my retirement from the school district 145.

July 28, 2026

School District 145- Waverly
14511 Heywood Box 426
Waverly, NE, 68462

Dear Mr. Patzel,

I am writing to inform you of my intention to resign from my position as a Paraprofessional at Waverly Intermediate School, effective immediately. I appreciate the opportunity given to me in caring for the children at WIS and for the experiences I have gained. I wish everyone the best for the 2026-2027 school year.

Sincerely,

Hannah Stromberg

July 31, 2026

Fund	June 30, 2026	Receipts	Expenditures	Transfers	July 31, 2026
Money Market	529,869.76	1,540.35		276,351.85	807,761.96
General	10,082,354.87	452,913.21	3,240,952.85		7,294,315.23
Building	1,417,202.01	30,532.42	291,291.00		1,156,443.43
Bond 15 Construction	0.33				0.33
Bond 2016- 2021B (Debt)	308,722.19	7,219.20			315,941.39
Bond 2015- 2015/2020 (Debt)	289,047.56	7,205.19			296,252.75
Bond 11 A/B K-8- 2021A Debt	17,978.86	6.47	85.08		17,900.25
Bond 11 C 9-12- 2016B Debt	5,836.62	2.11	27.64		5,811.09
Hot Lunch	254,452.53	1,012.71	42,049.58		213,415.66
2003 QCPUF (Env Hazards)	2.33				2.33
2010 QCPUF	9.76				9.76
2012 QCPUF	1,175.72				1,175.72
2013 QCPUF	2,047.23				2,047.23
2024 QCPUF	1,283,517.52	12,758.44	150,006.00		1,146,269.96
Depreciation	2,562.62	10.99	8,370.00		(5,796.39)
Total	14,194,779.91	513,201.09	3,732,782.15	276,351.85	11,251,550.70

Checking Account ID: 1

Check Number	Check Date	Clear	Void	Void Date	Entity ID	Entity Name	Amount
181	08/03/2026				AMEREXPR	AMERICAN EXPRESS	1,454.40
182	08/03/2026				WINDST	WINDSTREAM	254.54
Check Type Total:		Automatic Payment		Void Total:		0.00	Total without Voids: 1,708.94

Checking Account ID: 1

Check Number	Check Date	Clear	Void	Void Date	Entity ID	Entity Name	Amount
74813	08/11/2026				ALLO	ALLO COMMUNICATIONS	22.00
74814	08/11/2026				DEERE	DEERE CREDIT	4,902.88
74815	08/11/2026				DEERE	DEERE CREDIT	993.47
74816	08/11/2026				DEERE	DEERE CREDIT	434.95
74817	08/11/2026				HOMETOWN1	HOMETOWN LEASING	2,862.02
74818	08/11/2026				AMAZON1	AMAZON CAPITAL SERVICES	3,832.34
74819	08/11/2026				ACTIONPL	ACTION PLUMBING, HEATING & AIR	1,157.96
74820	08/11/2026				AIRGAS	AIRGAS	459.60
74821	08/11/2026				AKRSEQUIP	AKRS EQUIPMENT SOLUTIONS INC	197.23
74822	08/11/2026				BLICKA	BLICK ART MATERIALS	365.77
74823	08/11/2026				BLUKYL	KYLA BLUM	1,660.00
74824	08/11/2026				BOYSTOW1	BOYS TOWN PRESS	274.95
74825	08/11/2026				CDWG	CDW-GOVERNMENT	5,884.91
74826	08/11/2026				CISOLUT	CI SOLUTIONS	1,148.94
74827	08/11/2026				CITYOF	CITY OF WAVERLY	4,079.73
74828	08/11/2026				CLASSLINK	CLASSLINK, INC	10,358.50
74829	08/11/2026				CLAUTAMI	Tamala Clausen	2,679.75
74830	08/11/2026				COMPCHIR	COMPLETE CHIROPRACTIC & WELLNESS	320.00
74831	08/11/2026				CORNHU	CORNHUSKER INTNL TRUCKS INC	355.52
74832	08/11/2026				CULLIG	CULLIGAN	40.00
74833	08/11/2026				DAVIDS2	DAVIDSON PLUMBING & WELDING INC	425.00
74834	08/11/2026				DIODETECHN	Diode Technologies	1,440.00
74835	08/11/2026				EAKESO	EAKES OFFICE SOLUTIONS	4,909.57
74836	08/11/2026				EDUTRAK	EDUTRAK, LLC	1,065.00
74837	08/11/2026				ELECTR	ELECTRONIC CONTRACTING	4,173.00
74838	08/11/2026				ELMAN	Elman Print	1,557.13
74839	08/11/2026				ESU6	ESU #6	29,837.28
74840	08/11/2026				ESUCOO	ESU COORDINATING COUNCIL	5,446.00
74841	08/11/2026				FIRSTW	FIRST WIRELESS INC	116.00
74842	08/11/2026				FOLLET5	FOLLETT CONTENT SOLUTIONS LLC	2,342.06
74843	08/11/2026				HAPARA	HAPARA	9,372.00
74844	08/11/2026				HDSUPPLY	HD SUPPLY FORMERLY HOME DEPOT PRO	767.38
74845	08/11/2026				HELEN1	HELENA AGRI-ENTERPRISES, LLC	470.00
74846	08/11/2026				HELMCONN	Helm Connected, LLC	30,000.00
74847	08/11/2026				HERITLAND	Heritage Landscape Supply Group, Inc	521.87
74848	08/11/2026				HYIBRI	BRITTANY HYING	516.57
74849	08/11/2026				IDEALP	IDEAL PURE WATER	62.00
74850	08/11/2026				INDUST	INDUSTRIAL SERVICES INC	3,365.09
74851	08/11/2026				INNOVAOFFI	Innovative Office Solutions	830.69
74852	08/11/2026				INSPIRA	INSPIRA FINANCIAL HEALTH INC	663.75
74853	08/11/2026				INTELEP	INTELEPEER CLOUD COMMUNICATION LLC	425.91
74854	08/11/2026				INTERS	INTERSTATE ALL BATTERY	32.61
74855	08/11/2026				JAMFSOFT	JAMF SOFTWARE LLC	11,268.40
74856	08/11/2026				JOURNE	JOURNEYED.COM INC	500.00
74857	08/11/2026				JUSTFK	JUST FOR KIDS THERAPY	738.25
74858	08/11/2026				KIDWELL	KIDWELL INC	337.50
74859	08/11/2026				KNOWBE4	KNOWBE4 INC	8,482.02
74860	08/11/2026				KSBSCHO	KSB SCHOOL LAW	1,592.00
74861	08/11/2026				MASTERS	MASTER'S TRANSPORTATION	4,400.00
74862	08/11/2026				MATTIC	MATTICE LOCK AND SAFE	132.50
74863	08/11/2026				MENARD	MENARDS LINCOLN-NORTH	2,474.60
74864	08/11/2026				NASB	NASB ADMINISTRATORS	150.00
74866	08/11/2026				NWEA	NWEA	5,512.50
74867	08/11/2026				CONCEN	OCCUPATIONAL HEALTH CENTERS OF	127.00

74868	08/11/2026	ODEYSI	ODEYS INC	290.76
74869	08/11/2026	OLTNEA	NEALEY OLTMAN	407.00
74870	08/11/2026	OPPD	OMAHA PUBLIC POWER DISTRICT	8,390.56
74871	08/11/2026	ONECALL	ONE CALL CONCEPTS INC	5.74
74872	08/11/2026	OREILL2	O'REILLY AUTOMOTIVE STORES INC	412.44
74873	08/11/2026	PAPER101	Paper 101	21,201.64
74874	08/11/2026	PEARCREIGH	Creighton Pearse	359.94
74875	08/11/2026	PERRYG	PERRY GUTHERY HAASE & GESSFORD	931.00
74876	08/11/2026	QUADIENT	QUADIENT LEASING USA, INC	650.79
74877	08/11/2026	QUIKDU	QUIK DUMP REFUSE	2,564.46
74878	08/11/2026	REALLY	REALLY GOOD STUFF INC	19.55
74879	08/11/2026	RELADYNE	RelaDyne DBA Allied Oil & Tire Company	1,491.97
74880	08/11/2026	RIVERSID	RIVERSIDE INSIGHTS	3,034.50
74881	08/11/2026	SCHOOLSPEC	School Specialty LLC	182.39
74882	08/11/2026	SCHOSPEC	SCHOOL SPECIALTY, LLC	72.42
74883	08/11/2026	SCHBEC	BECKY SCHROEDER	174.73
74884	08/11/2026	SEESAW	SEESAW LEARNING INC	2,921.25
74885	08/11/2026	SEGRA	SEGRA	2,469.42
74886	08/11/2026	SMALengi	SMALL ENGINE SPECIALISTS INC	283.96
74887	08/11/2026	STAPLES	STAPLES INC	155.04
74888	08/11/2026	STILAU	LAURA STILMOCK	268.45
74889	08/11/2026	TJCABLE	TJ CABLE & UNDERGROUND SVS, LLC	1,500.00
74890	08/11/2026	TYLERTECH	TYLER TECHNOLOGIES INC	13,360.04
74891	08/11/2026	VILLAG	VILLAGE OF EAGLE	133.62
74892	08/11/2026	VOICEN	VOICE NEWS	14.98
74893	08/11/2026	WATERLINK	WATERLINK INC	324.83
74894	08/11/2026	WOLFACE	WOLFE ACE HARDWARE	6.57
74895	08/11/2026	WOODRIVER	WOODRIVER ENERGY LLC	7,582.38
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1107	08/11/2026		DIODETECHN	Diode Technologies	18,910.79
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Checking Account Total:		4	Void Total: 0.00	Total without Voids:	18,910.79

Checking Account ID: 6		Check Ty Check			
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12131	08/11/2026		BULLERF	BULLER FIXTURE CO	1,320.00
Check Type Total:		Check	Void Total: 0.00	Total without Voids:	1,320.00
Checking Account Total:		6	Void Total: 0.00	Total without Voids:	1,320.00

Checking Account ID: 8		Check Ty Check			
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3011	08/11/2026		MCKINNIS	MCKINNIS ROOFING	330.49
3012	08/11/2026		RUTT	RUTT'S MECHANICAL SERVICES INC	709,134.00
3013	08/11/2026		USAHOI	USA HOICH IRRIGATION, INC.	1,410.00
Check Type Total:		Check	Void Total: 0.00	Total without Voids:	710,874.49
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		Month 08/2026			
Grand Total:			Void Total: 0.00	Total without Voids:	978,423.85



School District 145 Waverly

Student Technology Program

Responsible Technology Use Agreement

Revised: July 2026

Purpose

School District 145 - Waverly provides technology resources to enhance teaching, learning, communication, creativity, and collaboration. These resources are intended to support educational goals while promoting responsible digital citizenship.

Students are expected to use district technology safely, ethically, and responsibly.

Student Responsibilities

- Use district technology primarily for educational purposes.
- Follow directions provided by teachers and staff.
- Treat all users with respect and demonstrate good digital citizenship.
- Protect my usernames and passwords and never share them with others.
- Report lost devices, damaged equipment, or security concerns promptly.
- Respect the privacy and intellectual property rights of others.
- Keep district-issued devices assigned to me in good condition.
- Follow all classroom technology expectations.

Prohibited Activities

- Access inappropriate or offensive material.
- Attempt to bypass district security or Internet filtering.
- Install unauthorized software or extensions.
- Use another person's account.
- Engage in cyberbullying, harassment, or intimidation.
- Damage district equipment intentionally.
- Use district technology for illegal activities.
- Repair or have other third parties repair school district technology to which I am assigned.
- Record, photograph, or distribute images or videos of others without permission.
- Use artificial intelligence tools in ways that violate teacher expectations or represent another person's work as their own.

Privacy and Monitoring

District technology, including email, files, Internet activity, and devices, is the property of Waverly School District 145. Users should have no expectation of privacy when using district-owned technology. The district reserves the right to monitor, inspect, and review technology use consistent with applicable law and Board policy.



School District 145 Waverly

Student Technology Program

Parent-Guardian Technology Acknowledgement

Revised: July 2026

Purpose

The School District 145 Board of Education provides students with access to technology resources to support teaching, learning, communication, creativity, and digital citizenship. These resources include Chromebooks, district-managed accounts, educational software, internet access, and other technology services.

Parent/Guardian Acknowledgement

- ☐ I have received or have access to the District's Responsible Technology Use Agreement and understand that my student is expected to comply with its requirements.
- ☐ I understand that the district provides technology resources to support instructional and educational activities.
- ☐ I understand that district-issued devices, district accounts, and district networks are intended primarily for educational purposes and may be monitored by authorized school personnel as permitted by law and district policy.
- ☐ I understand that the district utilizes internet filtering and monitoring technologies in compliance with the Children's Internet Protection Act (CIPA).
- ☐ I understand that the district may utilize educational technology applications and online services that support student learning and are selected in accordance with applicable federal and state privacy laws, including the Family Educational Rights and Privacy Act (FERPA).
- ☐ I understand that my student is responsible for following all district technology rules whether using district technology on school property or, when permitted, away from school.
- ☐ I understand that students in **Kindergarten through Grade 5** are generally expected to keep district-issued Chromebooks at school unless otherwise authorized by the district.
- ☐ I understand that students in **Grades 6–12** are permitted to take district-issued Chromebooks home to complete school assignments and are expected to bring the device to school each day fully charged.
- ☐ I understand that any lost, stolen, or damaged device should be reported to the school as soon as reasonably possible.

☐ I understand that the district provides manufacturer accidental damage protection for district-issued Chromebooks. I am financially responsible for intentional damage, negligence, loss, theft, or failure to return equipment to the district.

Parent Partnership

I understand that parents and guardians play an important role in supporting responsible technology use. When my student uses a district-issued Chromebook away from school, I will encourage:

- Safe and respectful online behavior.
- Appropriate use of district technology.
- Reasonable care for district-issued equipment.
- Prompt reporting of any technical problems, damage, loss, or theft.



School District 145 Waverly

Student Technology Program

Accidental Damage Protection Plan

Revised: July 2026

Purpose

School District 145 Waverly purchases Accidental Damage Protection (ADP) for all district-issued Chromebooks via a third-party provider. This coverage is free of charge and requires no additional Device Protection Plan to be purchased. The ADP also covers multiple occurrences over the life of district Chromebooks.

What Is Covered

- Drops
- Cracked Screens
- Liquid Spills
- Electrical Surges
- Broken Hinges
- Keyboard Damage
- Broken Ports/Cameras/Microphones
- Batteries

What Is Not Covered

- Intentional Damage (as determined by the repair facility)
- Neglect or Misuse
- Lost or Stolen Devices
- Cosmetic Wear
- Lost Chargers
- Repairs Outside of the Contracted Repair Facility

If a Chromebook Is Damaged

- Do not attempt repairs.
- Report the damage to the School Media Center as soon as possible.
- Students will be issued a replacement Chromebook.
- The Technology Department will facilitate all repairs and notify parents of any repair item that is not covered under the school districts accidental damage protection program.



School District 145 Waverly

Student Technology Program

Google Workspace for Education

Revised: July 2026

School District 145 Waverly uses Google Workspace for Education as its primary instructional platform.

What is Google Workspace?

Google Workspace for Education is a suite of cloud-based productivity and collaboration tools built by Google specifically for schools, universities, and homeschooling institutions.

The suite of applications includes but is not limited to:

- Google Classroom
- Google Drive
- Google Docs
- Google Sheets
- Google Slides
- Google Forms
- Google Meet
- Google Calendar
- Google Sites
- Google Keep
- Gmail
- YouTube (content managed)

Student Privacy

Accounts and data are owned and managed by the school district. Additionally, the core suite of Google Workspace for Education applications is compliant with the Family Rights and Educational Privacy Act (FERPA).

Additional Educational Technology

Teachers may use other district-approved educational applications. For additional information about school district applications please contact the Technology Department at:

help@district145.org

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**District 145 Schools Teacher Handbook
2026-2027 School Year**

FOREWORD

Section 1 Intent of Handbook

Welcome to District 145! This handbook is intended to be used by teachers and other certificated staff to provide general information about District 145 Schools and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between 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.

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>.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will decide based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District. 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 2026-2027 and subsequent school years unless replaced by a later edition.

Article 1 – CONTRACT DAYS

Section 1 Contract Days

Teachers are contracted for [186] contract days for the school year. Contract days shall be serviced by individual teachers on varying schedules as established by the Superintendent or Superintendent's designee.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

By March 15 of each school year teachers may be requested to accept employment for the next school year. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the designated date shall constitute cause for amendment of termination of the teacher's contract.

Should a teacher wish to resign from employment the teacher must give written notice of resignation to the Superintendent. The request to resign may 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 April 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 or designee. A teacher will be expected to devote full time during days of school to the teacher's position and to perform the assigned duties diligently and faithfully 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

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file.

Section 4 Grievances and Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command, including the process set forth in board 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, and the extra-duty salary schedule also incorporated into the negotiated agreement.

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the payroll date each month. In no event shall the Board advance more than one month's salary to any staff member. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

Section 6 Benefits

Teachers are provided benefits in accordance with the negotiated agreement.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is available in the Superintendent's Office.

Section 7 Payroll and Payroll Deductions

Payroll deductions shall be made in accordance with law, the negotiated agreement, and/or consent of the teacher.

Section 8 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 an itemized receipt 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 9 Injuries at Work

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.

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 3 – ABSENCES FROM WORK

Section 1 Paid Leaves

All leaves (paid or unpaid) are identified in the Negotiated Agreement. If any teacher has a question about their availability or access to leaves, the teacher must contact the business office for verification.

Section 2 Jury Duty Leave

A teacher who is summoned for jury service must promptly notify the Building Principal. The teacher will be allowed time off for jury duty, pursuant to law.

There will be no loss of salary or deduction to the teacher for time spent in jury service. The District may, at its discretion, reduce the teacher's salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty service.

If a teacher 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 Building Principal.

Section 3 Family and Medical Leave Act

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leave will 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, 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 he or she has been employed with District 145 Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of District 145 Schools 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 the District may require use of accrued paid leave while taking FMLA leave. 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 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.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

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

To submit a request for use of FMLA, or to plan for payment of benefits while on an FMLA leave, contact HR Director Rik Devney at (402) 786-2321 ext. 1111 or by email rik.devney@district145.org.

Section 4 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.

Teachers 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 Building Principal to schedule the leave to not unduly disrupt operations of the District. For leaves of less than 5 days, the teacher is to notify the Superintendent of the leave request as soon as practicable. Teachers are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Section 5 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as the teacher is permitted to take a leave of absence upon the birth of the teacher'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 teacher for purposes of adoption. The teacher 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 teacher may otherwise agree. Advance notice of an anticipated adoption shall be provided by the teacher to the Superintendent as early as possible.

See 2026-2027 Negotiated Agreement.

Section 6 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 like a jury duty leave.

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 7 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 a period 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.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable, in-person attendance at work is an essential function of a teacher's

employment position.

Certificated employees are required to serve at the playground, lunchroom and hall supervision as designated by the Principal.

Teachers shall attend meetings assigned by the Superintendent of Schools, principals, department heads and team leaders.

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 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.]. 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 always on duty 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 may not leave school during duty hours without the 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 reasons 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

On each contract day, teachers must prepare written lesson plans which cover at least three days of advance instruction. The plans must be in a format accessible to the Principal or substitute teacher if the teacher is absent from school. 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 lesson plans must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

Section 5 Daily Class Records

Every teacher is required to keep a complete and easily understandable written or electronic record of the attendance and achievement of every student.

Upon request, a student's individual record in the teacher's class record 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.

Section 6 Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. Use of Cell Phones

Teachers shall not use personal cell phones during duty time unless the teacher is using a District-issued application or website that directly relates to their teaching duties.

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.

2. 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 for 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 workdays and within their assigned workday. If the teacher desires the aide to work hours other than the assigned work hours or assigned workday, contact the administration for approval.

3. 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. Student aid should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

4. Classroom Environment

At all times, teachers are expected to organize, maintain, and ensure that their classroom is in a safe, orderly, and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

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.
- 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 help. 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. 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 may not be used. Teachers must be good role models 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 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 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 accommodation 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 restrooms, 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 with the process required for student discipline.

1. On the first day of class, students must be made aware of classroom expectations.
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 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 needs 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. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse's office; except for 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. Any questions about these rules are to be addressed to the Principal.

Section 10 Reporting Child Abuse

Teachers are to 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. Administrative staff may sometimes choose to make a report for a teacher. However, simply informing a Principal or supervisor does not end the teacher's responsibility; teachers are obligated by law to make certain a report was made if they do not do it themselves.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

The School District 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 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, 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.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members 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.
- G. Shall not have 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 responsibility for instilling an understanding of 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.
- 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 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

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

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

Teachers must notify Superintendent by the next business day after:

- 1. Arrest or Criminal Charges. The teacher 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 teacher's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of District 145 Schools;

- 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 students; or
- iii. Would impact the teacher's Commercial Drivers License if the teacher's job requires that the employee have a CDL.
- d. The arrest or the alleged criminal activity occurred while the teacher was on duty, on property of School District 145, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Teachers must also promptly report to the Superintendent whenever the teacher has been sentenced to be incarcerated for any period, even if the offense is not otherwise reportable.

2. Certificate or License. The teacher becomes aware that a complaint has been filed against the teacher that could affect a certificate or license required for the teacher'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 teacher's position.
3. Child Abuse. The teacher becomes aware that a report of child abuse or neglect has been made against the teacher under the Child Protection Act.

Further, teachers must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Teachers must disclose such findings within ten days following the Teacher's notice of such determination.

Teachers 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 teacher's confidential criminal background file.

Failure to notify as required under this section may subject the teacher to disciplinary action, including termination.

B. Civility

Each teacher 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.

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 the person for making the report.

C. Tobacco

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 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 must 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

All teachers 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 teachers 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 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 or 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 teacher seeking an exception must receive advance approval from his or her Principal. If a teacher is unable to communicate with their Principal in advance (such as in the event of an emergency), the teacher must notify the Principal as soon as possible, but not later than 24 hours immediately following the event.

A teacher 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 5 Professional Attire

It is important for teachers 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. Teachers are expected to maintain professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

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 without the

prior permission of the Superintendent. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district 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 Transportation

When driving a school vehicle or transporting students, teachers are to 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 utilized by all occupants.

When transporting students, teachers are not to use cell phones or otherwise engage in distractions. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception is in the case of emergencies.

Article 6 – ACADEMIC MATTERS

Section 1 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.

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 2 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.

Recording Grades. Each teacher shall record grades in the daily class record or other applicable electronic format. Enough grades must be recorded in the grade book to justify all quarter and semester grades for each student. Teachers must be able to support and justify the grades that each individual student earns.

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades should 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 may 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.

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 or semester basis. Reports will be made available to parents at the close of each quarter during the school year.

Section 3 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. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent and in advance.

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 before the Parent-Teacher conference.

Article 7 – 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 (including electronic nicotine delivery systems), 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 a teacher in the workplace or on duty time shall be a violation of the drug-free workplace. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the workplace or off duty time.

As a condition of employment teachers will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute arrest, citation, or conviction for a violation occurring in the workplace no later than 5 days after such arrest, citation, or 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.

Section 2 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. Teachers shall refer to the District's Board Policies on weapons to determine what qualifies as a weapon. If a teacher remains uncertain whether an object constitutes a weapon, the teacher must consult the Superintendent in advance for a final determination.

Section 3 Use of District Computer Network and Internet

Teachers have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the District.

As a condition of using the computers and the Internet, teachers agree to the following:

1. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
3. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Teachers are not permitted to knowingly access information that is profane, obscene, or offensive toward a group or individual based upon race (including skin color, hair texture and protective hairstyles), color, national origin, religion, disability, age, sex, or other protected category. Further, teachers are prohibited from placing such information on the Internet.

4. Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
6. Teachers will not attempt to log in to the system as someone other than themselves without the other person's prior permission.
7. Teachers will not use the school network or computers for financial gain or for any commercial or illegal activity.
8. The District reserves the right to inspect a teacher's school computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy regarding use of the District's computers or Internet system.
9. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
10. Teachers shall not use or access the Internet for any reason that would violate the request that a teacher serve as a role model for students.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action.

Section 4 Use of School Facilities

A teacher 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. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes or has been approved in advance by the Principal.

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 prior approval from the Principal.

Section 5 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 needs maintenance or repair, report it to the Principal. If a teacher learns that a student has damaged school property or equipment, or if a teacher is responsible for damage to school property, the teacher must 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.

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.

Section 7 Recording of Others

To ensure the privacy and confidentiality of student information, no person (including a teacher) 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 Principal or Principal's designee. This prohibition applies to all persons, 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 Copyright and Fair Use Policy

It is the District's policy to follow the federal copyright law. Teachers are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship.

Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

The 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 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.

Complaint and grievance procedures are provided for by the District and set forth in the Board of Education Policy. 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.

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

Section 2 Designation of Coordinators

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: [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 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and family members and students over 18 years of age rights of access and confidentiality with respect to education

records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook. Employees may not upload confidential student information, education records, personally identifiable information, personnel records, or other protected District information into artificial intelligence platforms, generative AI systems, or third-party software tools unless specifically authorized by the District.

**RECEIPT OF 2026-2027 TEACHER HANDBOOK
OF DISTRICT 145 SCHOOLS**

This receipt acknowledges that it is understood that I will read and be familiar with the handbook, I will familiarize myself with Board Policies, and that I understand that the District's policies include specific complaint and grievance procedures that must be used for reporting harassment or discrimination. Staff will acknowledge receipt of handbook through Frontline Central.

Date: _____

Teacher's Signature

STUDENT - PARENT HANDBOOK OF DISTRICT 145-WAVERLY 2026-2027

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District 145-Waverly Student-Parent Handbook 2026-2027 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 [Name] Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

The Policies of the Board of Education may cover areas not addressed in this Handbook. Every parent or guardian and student should familiarize themselves with Board Policies online at: [www.district145.org].

Section 2 School Calendar

[Find calendars at www.district145.org]

Article 1 – Mission and Goals

Section 1 Mutual Respect

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

Section 2 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 other procedures identified in the Handbook to address specific 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 with the Principal if the matter is not resolved at Step 1.

Step 3. Address the concern with the Superintendent if the matter is not resolved at Step 2.

Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

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

Article 2 – School Day

Section 1 Daily and Shortened Schedule

	Start Time	Dismissal Time	Late Start
Eagle	8:10 a.m.	3:10 p.m.	10:10 a.m.
Hamlow	8:25 a.m.	3:20 p.m.	10:25 a.m.
WIS	8:30 a.m.	3:30 p.m.	10:30 a.m.
WMS	8:25 a.m.	3:25 p.m.	10:25 a.m.
WHS	8:40 a.m.	3:40 p.m.	10:40 a.m.

Section 2 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather or an emergency. The school will notify parents and guardians, as well as the local media, when the schools will be closed.

Parental Decisions. Parents may decide to keep their children at home during inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will generally be considered an excused absence.

Pickup During Inclement Weather. Parents should not come to school during severe weather, such as during a tornado warning since students will be moved into safe areas of the building and will not ordinarily be released during inclement weather or dangerous circumstances.

Section 3 Open-Closed Campus

All students are required to remain on campus during the school day, except juniors and seniors are allowed to leave campus during lunch with written parent permission and administrative approval to have open campus privileges.

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 ordinarily be admitted to the school building 15 minutes prior to the first class. 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 check in with the office if they are entering after their child’s first class or leaving prior to their child’s final class. The parent or guardian must report to the main office for this purpose. Parents may not go directly to the classrooms. The schools will only release children to adults designated by the parent or an emergency contact.

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 are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. No smoking or tobacco is allowed on school grounds or at any school activity.

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 damage property, break windows, or cause other harm to school property or equipment will be required to pay the cost to repair or replace the item.

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

Section 4 Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students, except as assigned by school officials. 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 staff member sees or learns of an image or message that may cause a disruption, the staff member may ask the student to remove the image or message from the locker. If the student refuses, then the administration 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, computers, 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 at the discretion of the administration.

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
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.
5. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

Section 6 Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the administration. As a result, notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 7 Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including students, parents, 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 Prohibition on Cell Phones

Student possession of cell phones and other personal electronic communication devices during the school day is subject to administrative rules and classroom restrictions. Unless specifically authorized by staff, students may not use personal electronic communication devices during instructional time, assessments, assemblies, or other designated periods. The District may further restrict student electronic device usage during the school day to promote student learning, safety, and engagement.

Section 9 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. The school does not guarantee or represent that the student's property will not be subject to loss, theft, or damage.

Section 10 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 need to be

approved by the Principal's office. The person or organization responsible for distributing the posters is responsible for seeing that all posters are removed within 48 hours after the event or when directed by the Principal.

Section 11 Copyright

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

Section 12 Behavioral Points of Contact

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

Article 4 – Attendance

Section 1 Attendance

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations and staff are responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Section 2 Attendance and Absences

The circumstances for all absences from school will be identified as either "School Excused" or "Not School Excused."

A School Excused absence includes circumstances where impossible or impracticable barriers outside the control of the parent or child prevent attendance, including documented physical illness, mental illness, court appearances, death in the family, suspension, or other circumstances approved by the administration.

A Not School Excused absence includes absences for vacations, personal events, or other circumstances that do not qualify as School Excused absences.

Excessive absenteeism and truancy will be addressed in accordance with Nebraska law and Board Policy 5000.

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first-class rings.

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings unless they have a pass from a staff member. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher.

Leaving School or Class. Students who leave school for any reason during the school day must check out of the office before leaving. Students leaving school must be cleared in advance by the student's parent or legal guardian. Upon returning to school that same day, students must check 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, may be considered truant.

Section 3 Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed for make-up work will be determined by the teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

Section 4 Attendance is Required to Participate in Activities

Full-time students must attend school all day on the day of any scheduled school activity in order to participate in the activity. Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A "school activity" includes athletic contests, practices, and dances. Failure to attend may result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Section 5 Truancy

A student who engages in unexcused absences may be considered truant under 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. Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

Article 5 – Scholastic Achievement

Section 1 Grading System

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

Grading System-K-5

Grades are recorded as performance levels (1–4), not percentages or points. Each assessment is tied directly to one or more learning standards.

Level 4: Exceeds expectations—applies learning independently and goes beyond what was taught.

Level 3: Meets expectations—shows independence and accuracy with grade-level skills.

Level 2: Approaching expectations—shows accuracy with simple skills, but may need support for more complex tasks.

Level 1: Beginning—needs significant support to complete learning tasks.

Grading Scale 6-12:

A- 93-100

B- 85-92

C-77-84

D-69-76

F- 0-68

Section 2 High School Yearly Course Requirements

High school students in all grade levels are required to register in the following courses: Math, Social Studies, Science, Health and Physical Education, and Language-Arts Core.

All students are required to successfully complete 80 (class of 2027) and 75 (graduating class of 2028 and beyond) semester hours of exploratory courses.

Section 3 Graduation Requirements

To participate in commencement exercises or receive a Waverly High School diploma, a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

To be eligible for graduation from Waverly High School, a student must have earned a minimum of 240 semester hours credit in grades 9 through 12 inclusive. A minimum of 40 earned semester hours credits must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

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

English	40 semester hours
Social Sciences	30 semester hours
Science	30 semester hours
Math	30 semester hours
P.E. and Health	15 semester hours

Financial Literacy Course	5 semester hours
Computer Science Course	5 semester hours
Fine Arts	10 semester hours

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

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

Section 4 Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially, and emotionally as determined by the school's 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, or as otherwise required by law.

Section 5 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 or guardian. Final approval of all schedule changes will be made by the Principal.

Section 6 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.

Section 7 Report Cards

Report cards are issued at the end of each quarter. For secondary students, 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 (2) 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 coursework must be completed by the end of the fourth quarter. All grades are subject to adjustment by the Principal for academic reasons.

Section 8 Parent-Teacher Conferences

Parent-teacher conferences will be held at the end of the 1st quarter and mid-3rd quarter. There will also be a parent's night. Refer to the school calendar for the schedule. Conferences with

teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

Section 9 Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd, and 4th quarters. Students will be recognized accordingly:

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 counselor's 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 10 National Honor Society

The National Honor Society chapter of [Name] Public Schools is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

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 3.0 or better on a 4.0 scale. Those students who meet this criterion are invited 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 experience and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two (2) 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 (4) 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).

Removal from National Honor Society

A student may be removed from the NHS by action of the Principal upon a determination by the Principal 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 Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten (10) calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established at the discretion of the Superintendent to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

Article 6 - Support Services

Section 1 Special Education Services

What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?

Referrals are made by staff or parents to a Student Assistance Team. If the Student Assistance Team or comparable problem-solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special

education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at the school's expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the student's IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, is needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents will be given a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents at a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule

51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website.

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 to 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 Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home may include: Temperature greater than 100°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.

Guidelines for Administering Medication

Whenever possible, students should be provided medications outside of school hours. In the event it is necessary that a student take or have medication at school, the parents/guardians must provide a signed written consent for the student to be given medication at school. A consent form is available at the school health office. If a student has asthma or diabetes and is capable of self-managing his or her health condition, the student may coordinate with the health office to develop a self-management plan.

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. Medications may require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications as the nurse deems appropriate.

School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height, and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students with identified health concerns may also be screened. Parents who do not wish their child to participate in the school screening program must communicate in writing to the school health office at the start of the school year.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the

immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete an affidavit.

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

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.

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

Guidelines for Head Lice

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

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.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

Section 4 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the following rules while riding school buses:

Behavior on School Buses

1. General Conduct Rules Apply: While riding a school bus, a student must follow the same student conduct rules which apply when the student is on school property or attending school activities, functions, or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

2. Special Conduct Rules for Riding School Buses.

A. Rules for Getting On and Off the Bus

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 take 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.
3. Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance in an emergency, take all action needed to safely get the help of the driver.
4. Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Article 7 – Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

The District is a safe and drug-free schools zone. Any use, possession, distribution, manufacture, sale, consumption, or ingestion of illicit drugs or tobacco products on school grounds, at a school activity, or in a school vehicle is strictly prohibited.

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.

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 will be provided with 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.

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, then the parent may notify the District of such objection in writing. Upon 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

The District prohibits the possession, use, or distribution of illicit drugs (including electronic nicotine delivery systems) and alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. The conduct prohibited includes, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions

Violation of any of the above prohibited conduct will result in student discipline, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

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

Article 8 – Student Conduct Rules

Section 1 Purpose of Student Conduct Rules

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

Section 2 Forms of School Discipline

Students who violate the student conduct rules may be subject to the following forms of discipline:

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 (5) 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 and 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, but not more than 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or

guardian describing (i) the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

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 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 (5) school days but less than twenty (20) school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. Pursuant to the Nebraska Student Discipline Act, a notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

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 (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) 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: (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

- b. Suspension 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 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") if the Superintendent approves the suspension of an expulsion. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. 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 (1) of the six (6) regional accrediting bodies in the United States.

- 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 (5) school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or designee determines that an emergency exclusion shall extend beyond five days, a hearing may, upon a parent or guardian's request, be held and a final determination made within ten (10) school days after the initial date of exclusion. Such appeal procedures shall substantially comply with the procedures set forth in this Handbook for a long-term suspension or expulsion and be modified by the Board of Education 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.

Notwithstanding the foregoing, a pre-kindergarten through second grade student shall not be suspended from school, unless the student (1) brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances, the Principal or designee may implement appropriate alternative disciplinary measures on a case-by-case basis. A student who brings a deadly weapon on school grounds, in a school vehicle, or to a school activity may be expelled in accordance with District Policy.

6. 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.

7. 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 interfere with the educational process otherwise seriously. 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.
- a. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 - b. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
 - c. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
 - d. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 - e. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
 - f. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
 - g. Engaging in selling, using, possessing, or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine

delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

- h. 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.
- i. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
- j. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
- k. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. 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.
- l. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
- m. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
- n. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race (including skin color, hair texture and protective hairstyles), gender, disability, national origin, or religion.
- o. Willfully violating behavioral expectations for riding school buses or vehicles.

In addition to the foregoing, 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 known and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace, and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device to 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.

Further, a student will be expelled for one (1) calendar year if the student knowingly and intentionally possesses, uses, or transmits 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. The term “firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. The only exception to this rule is if the student obtains prior written permission to bring the firearm on school grounds by the Superintendent for a school-related purpose.

- 8. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules may be grounds for disciplinary action, up to and including an expulsion.
 - a. 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 reasonably forecasted to interfere with the learning environment or teaching process in our school. The following is a non-exhaustive list of examples of attire that are not appropriate at school:
 - i. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - ii. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horseplay” or that would damage property (e.g. cleats).
 - iii. Headwear including hats, caps, and bandannas.
 - iv. Clothing or jewelry which exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar double meaning.
 - v. Clothing or jewelry that is gang related.
 - vi. Any other clothing that the administration deems inappropriate for the school setting.

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.

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

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 the Student Discipline Policy.

b. Academic Integrity.

- i. 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 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.

- ii. 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 the 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:
 - (i) 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 standard, the instructor will assign a grade which the instructor determines to be appropriate for the work.
- (ii) 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.
 - (iii) 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.
9. 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 directed to stop.
 - b. 2nd Offense: Student will be directed to stop, and parents will be notified.
 - c. 3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with the administration to address the ongoing conduct.
- 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.
10. Law Violations
Any act of a student which is a basis for expulsion and which the Principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible.
11. Anti-Bullying:
One of the missions of the District is to provide safe and secure environments for all students and staff. 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. The school's anti-bullying is available for review on the District's website.
12. 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. Access for all staff and students is a privilege and not a right.

- ii. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
 - iii. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
 - iv. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
 - v. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
- b. Rules for Acceptable Use of Computers and the Network: The following rules for acceptable use of computers and the network, including Internet, shall apply to all students:
- i. Students shall not erase, remake, or make unusable anyone else's computer, information, files, or programs.
 - ii. Students shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members).
 - iii. Students shall not use or try to discover another user's account or password.
 - iv. Students shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
 - v. Students shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
 - vi. Students 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.
 - vii. Students 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.

- viii. Students shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.

Article 9 – Student Fees Policy

The District's general policy is to provide 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.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District has set forth in policy its guidelines or policies for specific categories of student fees. 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 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. The District's entire Student Fees Policy is available on the District's website.

2026-2027 Student Fees
Specification of Required Materials and Fees

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Elementary Program		
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	Musical instruments	Musical instruments and accessories (reeds, valve oil, drumsticks, 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 \$20.00 for use of school owned instrument. Chorus Shirts not to exceed \$30.00.
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 which 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 \$10.00 per student for each field trip to defray costs. 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 not to exceed \$150.00

Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Five cents (.05) 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 white socks, running shorts, T-shirt
Art and shop classes and special projects	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes
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 \$20.00 for use of school owned instrument.
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 which may be handed out by the office or individual teachers.
Advanced math or science classes	Specialized calculators	Refundable damage deposit of \$25 per semester will 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 (except for one copy of the student file, which	Five cents (.05) per page when charges apply.

	will be provided without charge)	
School Meals		Breakfast/Lunch-Based on Board approved rates. Prices may vary depending on the number of meals or items purchased by the students and may be adjusted during the year.
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.
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 private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers' education class: \$200. Other classes: \$50 per class.
Locker usage	Use of school padlock	Refundable damage deposit of \$10 per year will 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 issues.
Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Athletic Programs		
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.
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.
NSAA Sanction Activity Fee	Fee to participate in athletic programs.	\$30.00
Equipment and attire	Students are responsible for required equipment	Required items include athletic undergarments (supporter, bra, socks,

	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.	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, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include: <table><tr><td>Baseball</td><td>Baseball glove</td></tr><tr><td>Basketball</td><td>No additional</td></tr><tr><td>Tennis</td><td>Tennis racquet</td></tr><tr><td>Cross Country</td><td>No additional</td></tr><tr><td>Football</td><td>Mouthpiece</td></tr><tr><td>Golf</td><td>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/Debate</td><td>Dress attire; copies of research</td></tr><tr><td>Swimming/ Diving</td><td>Swimsuit</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>Wrestling head gear</td></tr><tr><td>Cheerleading and Dance Team Squads</td><td>Shoes, approved uniforms (top & skirt; jacket), poms and other accessories</td></tr></table>	Baseball	Baseball glove	Basketball	No additional	Tennis	Tennis racquet	Cross Country	No additional	Football	Mouthpiece	Golf	Clubs	Soccer	Soccer shin guards	Softball	Softball glove	Speech/Debate	Dress attire; copies of research	Swimming/ Diving	Swimsuit	Track	No additional	Volleyball	Volleyball knee pads	Wrestling	Wrestling head gear	Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
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Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories																													
Travel meals	Meals	Students are responsible for their own meals while traveling. Individual sports or activities may request students to pay up to \$50 per																												

		season to be used towards team travel meals.
Locker use	Padlock for gym locker	Refundable damage deposit of \$10 per season will be required.
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.
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Annual dues not to exceed \$50.00 per club.
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 fee of up to \$150.00.
Clubs/Organizations		
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.
Science Club	State & national dues, meals, and activities	Annual dues not to exceed \$50.00 per club.
Spanish 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.

Social & Recognition Activities		

School plays, musicals, and social activities	Admission to events	\$10.00 per play or activity
School dances	Admission to prom, homecoming, etc.	Not to exceed \$50.00 per event
Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
Senior recognition assessment	Optional graduation activities	Participation in class activities attending 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 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 \$100, will be assessed to those Seniors who elect to participate in such activities.
Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum cost 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.

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination

The School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in 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 Disabilities 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: Dr. Rick Devney, 14511 Amberly Rd, Waverly, NE, 68462, (402)-786-2321

Section 3 Multicultural

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 4 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 5 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 to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests 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, and the name, address, telephone number, e-mail address and 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 extra-curricular participation;
6. Student's achievement awards or honors;
7. Student's weight and height if a member of an athletic team; and
8. Student's photograph.

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 interests.

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.

Parents, guardians, and educational decisionmakers may access information regarding books available in the District's designated school libraries. Parents may also opt-in to receive notice when their student checks out library books by contacting their Building Principal.

Section 6 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 7 Combined District and School Title I Parent and Family Involvement

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 is available for review on the District's website.

Section 8 Student Privacy Protection Policy

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 parent's 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 parent's 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, or 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.

Section 11 Homeless Students

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths. Any person with knowledge of a homeless student in the District should contact the District's Homeless Coordinator. A copy of the District's Homeless Policy is available on the District's website.

AVAILABILITY OF HANDBOOKS

The 2026-2027 Student-Parent Handbook of District 145-Waverly is available on the internet at [\[www.district145.org\]](http://www.district145.org).

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2026-2027 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Classified Employee Handbook

2026-2027



2026-2027
Classified Employees Handbook
School 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. [Click here to access District 145 Board of Education policies.](#)

This handbook will be in effect for the 2026-2027 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 and 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 - 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.

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 regimen 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 Waverly School District 145 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:

To submit a request for use of FMLA, or to plan for payment of benefits while on FMLA leave, contact the Director of Human Resources.

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 Parental Leave

The district shall provide five (5) parental leave days, without loss of pay, to a classified staff who works more than 6 hrs. per day.

1. to give birth,
2. to be with a spouse or partner who gives birth, or
3. who adopts or takes legal guardianship of a child.

This leave shall not be credited against sick, personal or other leave provided by this agreement. If more time is needed for adoption or guardianship, the employee may use personal leave and sick leave prior to using unpaid leave. Any request for Parental Leave must be initiated sufficiently in advance to allow the building principal to plan for the absence. If both spouses are/or partners are employees of the district, the leave will be granted to both individuals.

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

1. Ethics Standards

The Waverly School District 145 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:

- Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- 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.
- 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.
- Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
- Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- Shall not sexually harass students, parents or school patrons, employees, or board members.
- Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.
- 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. BBBS 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.

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.

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.

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.

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.

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.

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.

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 mechanisms 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.

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.

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.

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. 3rd Floor, Suite 320
Kansas City, MO 64106
(816) 268-0550 (voice)

The U.S. Equal Employment
Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, MO 66101

Fax (816) 268-0599

(800) 669-4000

TDD: (800) 669-6820

(800) 877-8339 (telecommunications device
for the deaf), or 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.

The contact information for the coordinator is:

School District 145
14511 Heywood St.
Waverly, Nebraska 68462
Phone: 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	Superintendent Director of Human Resources Director of Student Services
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Superintendent Director of Student Services
Homeless student laws	Children who are homeless	Superintendent Director of Student Services
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.

ELECTRONIC ACKNOWLEDGEMENT OF CLASSIFIED HANDBOOK

Electronic Acknowledgement of the Classified Employee Handbook is required for all Classified staff and is available through the District's Frontline Central portal.

Appendix A - Leave

A. Sick and Personal Leave

12-month classified employees will receive eight (8) *sick days annually accumulative to forty-five (45) and one (1) personal day.

Non 12-month classified employees will receive six (6) *sick days annually accumulative to thirty-five (35) and one (1) personal day.

Part time classified employees (less than 6 hours) will receive two (2) *sick days annually accumulative to twenty (20) and one (1) personal day. The employee will receive three (3) *sick days per year after ten (10) years of service and one (1) personal day.

*The length of a sick day is equivalent to the length of the employee's regularly scheduled work day.

All classified staff may contribute one (1) sick day annually to a sick-leave bank, and one sick-leave day may be used annually to attend to personal business.

B. Paid Holidays

12-month classified employees will receive eight (8) paid holidays days as follows: Labor Day, Thanksgiving, Christmas, New Years, Good Friday, Memorial Day, Independence Day, and one additional day that can be used at either Thanksgiving or Christmas.

Non 12-month classified employees will receive five (5) paid holidays as follows: Labor Day, Thanksgiving, Christmas, New Years and Good Friday.

*The length of a paid holiday is equivalent to the length of the employee's regularly scheduled work day.

C. Paid Vacation

12-month classified employees will receive paid vacation days based on years of service as noted below:

- Upon hire - Accrue one (1) day per month for first twelve (12) months
- 1 - 4 years: Fifteen (15) paid vacation days
- 5 - or more: Twenty (20) paid vacation days

Vacation days must be used within one (1) year after their accrual and scheduled with the approval of the employee's direct supervisor.

Vacation days will be renewed on the employee's annual hire date.

D. Non-Paid Leave

At the discretion of the Superintendent and the employee's direct supervisor, limited non-paid leave will be available to classified staff for emergencies and other family-related events.

E. Bereavement Leave

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. Such additional days 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.

F. Unused Vacation Time

Employees will receive a payout for unused vacation time on their anniversary date, thus resetting their paid vacation to their allotted days each year. 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.

Appendix B - Fringe Benefits

A. Insurance

The District shall provide a single health and dental insurance plan for all 12 month employees electing to be covered by such insurance.

The District shall offer a health and dental insurance plan for all classified employees at the employee's cost.

Health Insurance

The School District has selected Blue Cross Blue Shield as the insurer of the group health plan. Beginning on January 1, 2018, and for contract years thereafter, employees have three (3) Health Insurance enrollment options.

1. \$0 Deductible (Alternate Networks)
2. \$1,200 Deductible (Network Blue)
3. \$3,800 High Deductible (Network Blue)

2026-27 Health Insurance Premium Rates per month

\$0 Deductible Coverage

Alternate Network: Premier Select Blue Choice/Blueprint Health

Cost			
Employee	Employee/Child(ren)	Employee & Spouse	Family
\$911.5	\$1,686.40	\$1,914.27	\$2,570.38

\$1,200 Deductible Coverage

Network Blue

Cost			
Employee	Employee/Child(ren)	Employee & Spouse	Family
\$911.5	\$1,686.40	\$1,914.27	\$2,570.38

\$3,800 Deductible Coverage

Network Blue

Cost			
Employee	Employee/Child(ren)	Employee & Spouse	Family
\$782.39	\$1,447.46	\$1,643.06	\$2,206.19

Dental Insurance

2026-27 Dental Insurance Premium Rates per month for 12 month employees (district provided)

	Employee	Employee/Child(ren)	Employee & Spouse	Family
Employer Cost	\$32.79	\$60.62	\$68.81	\$92.45
Employee Cost	\$0	\$27.83	\$36.02	\$59.66

2026-27 Dental Insurance Premium Rates per month for non-12 month employees (non district provided)

	Employee	Employee/Child(ren)	Employee & Spouse	Family
Employer Cost	\$32.79	\$60.62	\$68.81	\$92.45

B. Retirement

All permanent employees of a Nebraska school district who work at least 20 hours per week on an ongoing basis are required to participate in the Nebraska Public Employees Retirement Systems (NPERS) plan. NPERS determines eligibility and monitors membership status. If an employee's membership status changes while employed by District 145, NPERS will communicate directly with the employee regarding those changes.

NPERS determines the contribution rates annually based on an actuarial study each year. These rates can change each year based on the results of the actuarial study. The 2026-27 rates are as follows:

Contribution Rates		
Employee Contribution	District Contribution	State Contribution
7.25% of employee's gross pay	7.35% of employee's gross pay	0.0% of employee's gross pay

For more information, visit www.npers.ne.gov

Appendix C - Salary Schedule

Classified Staff Salary Schedule									
2026-2027									
Job Classification	Start Step	End Step	From		To				
						Steps			
Office Assistants						1	\$15.00		
School Administrative Assistant (9, 10, 11 - month)	8	32	\$17.83		\$32.25	2	\$15.38		
Administrative Assistant (12-month)	12	35	\$19.68		\$34.73	3	\$15.76		
Courier	1	10	\$15.00		\$18.73	4	\$16.15		
						5	\$16.56		
Nutrition Services						6	\$16.97		
Head Cook - Secondary	8	22	\$17.83		\$25.19	7	\$17.40		
Head Cook - Elementary	7	21	\$17.40		\$24.58	8	\$17.83		
Assistant Head Cook	6	20	\$16.97		\$23.98	9	\$18.28		
Food Service Worker	3	17	\$15.76		\$22.27	10	\$18.73		
						11	\$19.20		
Special Education						12	\$19.68		
Paraprofessional - Level I	1	12	\$15.00		\$19.68	13	\$20.17		
Paraprofessional - Level II	4	15	\$16.15		\$21.19	14	\$20.68		
Paraprofessional - Level III	7	17	\$17.40		\$22.27	15	\$21.19		
Paraprofessional - Level III + Extensive				\$1.00		16	\$21.72		
SPED Student Support (Certified Teacher)	18	23	\$22.82		\$25.82	17	\$22.27		
						18	\$22.82		
Health Services						19	\$23.39		
School Nurse - RN	27	41	\$28.50		\$40.28	20	\$23.98		
-Lead Nurse (1) extra nurse duties				\$1.50		21	\$24.58		
Health Assistant	3	27	\$15.76		\$22.27	22	\$25.19		
						23	\$25.82		
Custodial						24	\$26.47		
Custodian	12	21	\$19.68		\$24.58	25	\$27.13		
						26	\$27.81		
						27	\$28.50		
Building and Grounds						28	\$29.22		
Maintenance and Grounds Worker	19	36	\$23.39		\$32.25	29	\$29.95		
Seasonal / Temporary Maintenance and Grounds Worker	3	6	\$15.76		\$16.97	30	\$30.70		
District 145 - Student Worker (Must be a student of District 145)	1	4	\$15.00		\$16.15	31	\$31.46		
						32	\$32.25		
Technology						33	\$33.06		
District Technology Assistant	19	36	\$23.39		\$36.49	34	\$33.88		
Seasonal / Temporary Technology Assistant	3	6	\$15.76		\$16.97	35	\$34.73		
District 145 - Student Worker (Must be a student of District 145)	1	4	\$15.00		\$16.15	36	\$35.60		
						37	\$36.49		
Transportation						38	\$37.40		
District Mechanic	27	41	\$28.50		\$40.28	39	\$38.34		
CDL Bus Driver	21	33	\$24.58		\$33.06	40	\$39.29		
Non-CDL Driver	13	24	\$20.17		\$26.47	41	\$40.28		
Activity and Field Trips	17	17	\$22.27		\$22.27				
Vehicle Washing				Rate is CDL or Non-CDL (Last Clock)					
Sub rates	Rate	Step							
Paraeducators	\$16.15	4							
School Administrative Assistant	\$17.83	8							
Food Services Worker	\$15.76	3							
Health Assistant	\$15.76	3							
RN/Nurse	\$28.50	27							
CDL Bus Sub	\$24.58	21							
Non CDL Bus Sub	\$19.68	12							
*New hires will receive up to 8 years of relevant experience									
*Employees ending their full time employment with less than 10 years experience with the district and want to sub will be paid the designated sub rates.									
*Employees with 10 or more years of experience within District 145 see board policy 4215 - Sub at leaving rate									
Final - Board Approved - June 02, 2025									
Modified April 6, 2026, June 1, 2026, July 9, 2026									



SCHOOL DISTRICT #145

SPONSOR HANDBOOK

2026 / 2027

2026-2027 UPDATES/CHANGES IN SPONSOR HANDBOOK

- Activity Trips (Out of State and Nationals) 13
- EMC Academic All-Conference and NSAA Academic All-State Awards.....16
 - Fall Deadlines
 - Girls Golf - Monday, October 5, 2026
 - Boys Tennis - Friday, October 16, 2026
 - Cross Country and Softball - Wednesday, October 21, 2026
 - Volleyball, Football, Unified Bowling and Play Production - Wednesday, November 11, 2026
 - Winter Deadlines
 - Bowling, Boys & Girls Wrestling, and Speech - Friday, February 5, 2027
 - Boys and Girls Basketball - Wednesday, March 17, 2027
 - Spring Deadlines
 - Boys Golf, Theater, Vocal & Instrumental Music, Journalism - Friday, April 16, 2027
 - Boys & Girls Soccer, Track & Field (including Unified) - Friday, April 30, 2027
 - Girls Tennis and Baseball - Friday, May 7, 2027
- Academic Lincoln Journal Star All-State Awards.....16
 - LJS Deadline is Friday, April 16, 2027 or determined when sent out to schools.
- Athletic Eastern Midlands Conference Awards.....17
 - Fall Meeting – Wednesday, November 11, 2026 @ 6:00 p.m.
 - Winter Meeting – Wednesday, March 10, 2027 @ 6:00 p.m.
 - Spring Meeting – Monday, May 10, 2027 @ 6:00 p.m.
- Honors Convocation.....16
 - Wednesday, April 28, 2027
- Page 6 - [2026-2027 WHS PowerSchool Grade Update Schedule](#).
- Page 9 - All activity participants will begin their official seasons with the first practice date of the fall NSAA (Nebraska School Activities Association) calendar (Monday, August 10, 2026). All consequences for all activity participants begin with this date for the 2026-2027 school year.
- Page 21 - Facility Usage - Requirement of practices/small group work, open gym, etc. in BOUND
 - Out of Season sports/activities can begin requesting/reserving facilities on the following dates:
 - Fall - Tuesday, September 8th
 - Winter - Tuesday, December 8th
 - Spring - Tuesday, March 30th
 - [Making a Facility Reservation Request | Bound Help Center](#)
- Page 23 - Hiring Process

The Activities Director and/or Principal will hire the head sponsor for each program. If assistant or volunteer sponsors are necessary, the head sponsor will lead the hiring of his/her staff in conjunction with the activities director. Once a hire is made, the following steps should be used for extracurricular positions.

1. Notify the Activity Director via email. Within the email, please indicate the following
 - a. Name
 - b. Email Address
 - c. Cell Phone Number
 - d. Level of which they will coach
 - e. Number of Years coaching respective sport

[Coach & Activity Sponsor 2026-27 Acknowledgement Form](#)

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School District #145 General Information

Waverly High School

13401 Amberly Road
PO Box 426
Waverly, NE 68462

Telephone

(402) 786 - 2765 (Main)
(402) 786 - 2213 (AD)

(816) 206-9348 (AD cell)

Fax

(402) 786 - 2760

Website

www.district145.org

Waverly Middle School

13801 Amberly Road
PO Box 426
Waverly, NE 68462

Telephone

(402) 786 - 2348

Fax

(402) 786 - 2782

School Mascot

Vikings

School Colors

Maroon/White

Conference Affiliation

Eastern Midlands

Superintendent

Dr. Cory Worrell

High School Principal

Jordan Cudney

High School Activities Director

Brad McMillan

High School Assistant Principal

Hunter Smith

High School Guidance Counselors

Jason Boitnott
Kelly Verkamp
Tj Wynn

Middle School Principal

Ross Rickenbaw

Middle School Assistant Principal & Activities Director

George Schere

High School Activities Administrative Assistant

Lori Daue

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

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 immediate 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 [2026-2027 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 by the date listed in the WHS PowerSchool Grade Update Schedule, 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; [2026-2027 WHS 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 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. The red card must be signed and turned into the activities office by 9:00 am the following Wednesday morning. If it is not turned into the office, the student will be ineligible for competitions and club meetings/activities through the following week until grades are taken again. (Example: a student has two D's or an F on Friday, Sept. 11th. They have until the following Wednesday morning at 9:00 am to have the red card signed and returned to the activity director's office. If not signed, they will be ineligible to compete in games or attend club meetings/activities until Monday, September 28th).
 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
 - 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.

ACTIVITIES STUDENT CLUBS & ORGANIZATIONS

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 Doe - 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/Rachelle 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 / Tara Bohaboj - 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 / Travis Moore - 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 / Tatum Sesow - 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 & Lance Mattice - This musical production requires a two-month commitment and is usually in the second semester. Auditions are announced.

STUDENT COUNCIL / TJ Wynn & Rachelle Hinrichs- 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 / Brittany Hying - 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 world competition.

MATH CLUB / TBD - 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 students 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 - Lance Mattice
Jazz Band - Lance Mattice

Concert Band - Lance Mattice
Concert Choir - Sylvia O'Neill

Pep Band - Lance Mattice
Waverly Show Choir – Sylvia O'Neill

GRADUATION MAY BE CONSIDERED AN ACTIVITY

Athletics Available at Waverly High School

Fall Season

Girl's Softball – Luke Shepherd
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 – Andrew Broders
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 – Fletcher Zornes
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.

ACTIVITIES CODE (High School and Middle School)

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 10, 2026). All consequences for all activity participants begin with this date for the 2026-2027 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 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 the Activity Guidelines 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.

CHEMICAL PROCEDURE

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 controlled substance (or look alike), tobacco product, including electronic nicotine (or look alike), or beverage containing alcohol.

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 in 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.

ACTIVITY DEPARTMENT MEETINGS

- 9-12 coaches should plan on meeting annually prior to the official activities seasons beginning in the Fall.
- An annual High School club sponsor meeting will be scheduled prior to the first day of school
- All other department meetings will be scheduled by the activities office.

ACTIVITIES YEAR END REPORT

- All sponsors must submit the [End of Year Board Activities Report 2026-2027](#) to the Activities Office.

- Head Coaches will be required to complete their information prior to the end of season meeting/evaluation with the Activities Director.
- All Sponsors must have their information completed BEFORE checking out at the end of the school year.
- Information to Include, but not limited to: Participation numbers (for all levels), season records, coaching staffs, season/year highlights, any awards & recognitions (conference & state).
- The Activities Director will submit the information to the Board of Education for the June meeting for their review.

ACTIVITIES REGISTRATION

(Orange Cards) All students must have a completed activities registration card in the activities office before he/she participates in a sport. This includes student managers and student trainers. The Activities Secretary and School Nurse will facilitate the process.

INSTRUCTIONS FOR COACHES/SPONSORS:

PRE-SEASON:

Orange card requirements may be found in Appendix I & II. Unless the student athlete has handed you their orange card, they are **NOT** allowed to participate in any official try-outs, practices and/or contests. Please keep a hold of all of your team's Orange Cards during the season.

POST-SEASON:

If at check-in, all school issued equipment/uniforms ARE turned in, please mark the orange card appropriately, sign and return to the activities office. They may then obtain the Orange Card from the activities office and give directly to the next season's coach.

For any athletes who DO NOT turn in all equipment and/or DO NOT attend equipment check-in, please mark their cards accordingly and send their card directly to the Activities Office. Any unaccounted equipment/uniforms will be listed as "holds" on their account and athletes will need to come to the activity office for further instruction. The activities secretary will be in communication with coaches on any missing equipment/uniforms.

ACTIVITIES REGISTRATION - STUDENT ATHLETE PROCEDURES

Eligibility Paperwork

- All required forms must be completed to participate in any activity or sport. All required forms can be found on your parent/student portal.
- In addition, athletes, including managers need to have their concussion baseline assessment current with the athletic trainer.

Sportsmanship

- In addition to the NSAA Bylaw, all student/athlete behavior will exhibit high standards of sportsmanship. Any student behavior that does not live up to Waverly's code of conduct is subject to suspension or dismissal from the activity.

Team Selection

- 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.
- Head Sponsors are required to meet with students who are cut from a team to explain why they are being removed and provide guidance on what they need to improve on.
- Per NSAA Guidelines, the Student must sit out from practice and competition 7 school days before they are allowed to practice/compete with their new team.
- A student-athlete has five full practices to make up his/her mind as to whether he/she wants to stay out for that particular program. If he/she quits within the five practices, he/she can go out for another sport during that season.

- If he/she waits until after the five practices are over and is either dismissed due to disciplinary reasons or quits, he/she then cannot go out or use any of the school facilities until the next season/sport officially starts. A sponsor's mutual agreement may also be reached in some cases extending longer than two weeks.

Use of Building

- No student is to be in the building without being supervised by either a coach or teacher.

ACTIVITY TRIPS (6645)

Activity trips can contribute to student growth and give the opportunity for an enhanced educational opportunity. Sponsors are encouraged to take their teams on trips or camps off campus to help build comradery, culture, chemistry, and overall bonding for the betterment of the kids, sponsors, and program in general. If a group chooses to take a team out of state, the cost of the trip should align with Board Policy #5033 (appendix) and should not exceed a per person amount of \$3500.

There will be two submissions for trip requests for the BOE to approve. Coaches/Sponsors should plan ahead and submit out of state trip requests regardless of qualification.

- CTE/Club Programs should submit their trip requests to be voted on at the SEPTEMBER Board of Education Meeting (i.e., CTE National Trips)
- Sports or other Summer Trips should submit trip requests to be voted on at the FEBRUARY Board of Education Meeting. (i.e., Summer trips for sport/activity teams or clubs)

The following process should be followed.

1. Head sponsor needs to meet with the activities director and/or principal to discuss trip options.
2. Head sponsor will need to put trip information together (locations, itinerary, estimated costs, etc.) and send/meet with the administration.
3. Head sponsor fills out the [Out of State Trips Form](#) and sends the form along with all other trip information to the activities director.
4. The activities director will submit the trip information and forms to the superintendent to be added to the monthly Board of Education agenda for approval.
5. If requested, the head sponsor will need to attend the Board of Education meeting where the trip is on the agenda to answer any questions or present any additional information.
6. If the Board of Education approves the trip, the sponsor may begin to promote and plan with the families and students
7. If the Board of Education denies the trip, the superintendent will notify the head sponsor and activity director and provide any further guidance as necessary.

Trips to Nationals:

- Students who qualify for Nationals will be able to do so with the proper approval from the principal/activity director and board of education.
- The Activities Office will provide a \$500 stipend for the sponsor to attend if they wish to do so. If more than 15 attend, the activity office will pay for a second sponsor in the amount of \$500. All other expenses will need to be paid for by the sponsor, using club or camp accounts will not be an option.
- The activity department will also pay for registration costs.

Fundraising: Specific fundraising monies will only be allowed. Money collected from student fees will not be allowed

- Option 1: All fundraising and trip organization or payments will be handled by the individual student and their family. They will not be able to utilize any funds from the club accounts.
- Option 2: Club fundraising can be used as long as it is declared specifically for Nationals. This money will be deposited in the club account. Sponsors will be in charge of keeping records on what fundraising was used and how much money collected to go towards the National trip for said student(s). The club sponsor will then be in charge of all organization, planning and trip payments.

ADMISSIONS 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 \$80 participation fee which also includes the student's activity pass (so a \$30 participation fee). This fee will help offset costs associated with NSAA sanctioned activities/events.

ADMISSIONS 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 keeping them clean and secure. This includes the training room and outdoor storage areas.

ANTI-BULLING 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. .

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

- Scott Harley - 636-466-9535; scott.harley@district145.org
- McKade Smith - 308-660-9199; mckade.smith@district145.org
- Nebraska Orthopedic Center Team Orthopedic Physicians (402) 436-2000

[Concussion Information](#)

[Waverly FULL AT Policies & Procedures](#)

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.

Training Room and Whirlpool:

- Training facilities and supplies are provided for the express purpose of preventing and rehabilitating sports-related injuries.
- Emergency kits are to be checked out from the School Nurse at the beginning of the season and then returned to the School Nurse at the completion of that sports' season.
- When athletes use the whirlpool and/or training area, they have to be under the direct supervision of our certified Athletic Trainer or other adult staff member.

Student Injury:

The sponsor has the initial responsibility for the welfare and safety of students participating in interscholastic athletics. It is inevitable that some accidents will occur resulting in various types of injuries.

The following immediate steps should be taken in caring for an injured student if a physician or athletic trainer is not present:

- See that the person is breathing properly.
- Take appropriate steps to control excessive bleeding.
- Call the Athletic Trainer and report symptoms
- Movement of injured should be kept to a minimum.
- Keep the injured warm and as comfortable as possible.
- Notify parents or other appropriate responsible person.
- Call the injured person's physician and if an ambulance is necessary call 911.
- The immediate application of a cold pack or ice pack to the common athletic injuries (sprains, strains, bruises and possible fractures) is recommended.
- Preceding the cold application with the careful strapping of an elastic bandage (particularly for ankles, knees, wrists and elbows) has been proven very beneficial.
- **TAKE NO CHANCES, CALL THE DOCTOR AND/OR AMBULANCE.**
- Submit an accident report to the School Nurse, Activities Director, and Principal.

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.

AWARDS/RECOGNITION TO STUDENT-ATHLETES

Academic NSAA All-State Awards

Criteria: A nominated student must be a varsity player or an organizational leader who has played a significant role on the team or in the organizational activity during the seasons for which nominations are accepted. A nominated student must have a minimum cumulative grade point average in all curricular areas of 93% or 3.7 on a 4.0-point scale or the equivalent.

NSAA high schools or their cooperative sponsorship may nominate a maximum of two students per NSAA activity program. Students who meet these requirements and are nominated by their school administration shall be awarded the NSAA Academic All-State Award for that activity.

Students may be nominated in more than one activity. There are not any age or year-in-school restrictions for students as long as they meet NSAA eligibility requirements.

Visit [NCPA Academic All-State Award](#) for additional information.

- Fall Deadline
 - Girls Golf - Monday, October 5, 2026
 - Boys Tennis - Friday, October 16, 2026
 - Cross Country and Softball - Wednesday, October 21, 2026
 - Volleyball, Football, Unified Bowling and Play Production - Wednesday, November 11, 2026
- Winter Deadline
 - Bowling, Boys & Girls Wrestling, and Speech - Friday, February 5, 2027
 - Boys and Girls Basketball - Wednesday, March 17, 2027
- Spring Deadline
 - Boys Golf, Theater, Vocal & Instrumental Music, Journalism - Friday, April 16, 2027
 - Boys & Girls Soccer, Track & Field (including Unified) - Friday, April 30, 2027
 - Girls Tennis and Baseball - Friday, May 7, 2027

Academic Lincoln Journal Star All-State Awards

Criteria: A nominated student must be a regular varsity starter. In addition, one individual per sport who contributes significantly at the Varsity Level may be nominated.

A nominated student must have a minimum cumulative grade point average of 3.5 on a 4.0-point scale or the equivalent. A nominated student must be a junior or senior to be eligible.

Be selective with your nominations, respecting the rules that all schools are asked to follow. Students may be nominated in more than 1 activity.

- LJS Deadline is Friday, April 16, 2027 or determined when sent out to schools.

Head Coaches will be asked to offer an evaluation based on all-state caliber, all-conference caliber, regular starter, occasional starter, and/or non-starter.

Academic Eastern Midlands Conference Awards

The conference will honor Academic All-Conference participants in each of the varsity interscholastic boys and girls programs that contend for a conference championship

Criteria: The following criteria must be met (in total) in order for a student-athlete to receive the EMC Academic All-Conference Award

1. A student must be a major contributor of a varsity team and have been in that role in at least one half of the contests in which the school participated.
2. The student must be a junior or senior at the nominating school. Grade level status is determined by individual school policy.
3. The student must have a cumulative GPA of 3.5 or better in a B+ based on a standard 4.0 scale. In addition, the student may not have any permanent failures recorded on his/her transcript for the previous semester.

- Fall Deadline
 - Girls Golf - Monday, October 5, 2026
 - Boys Tennis - Friday, October 16, 2026
 - Cross Country and Softball - Wednesday, October 21, 2026
 - Volleyball, Football, Unified Bowling and Play Production - Wednesday, November 11, 2026
- Winter Deadline

- Bowling, Boys & Girls Wrestling, and Speech - Friday, February 5, 2027
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 - Boys & Girls Soccer, Track & Field (including Unified) - Friday, April 30, 2027
 - Girls Tennis and Baseball - Friday, May 7, 2027

Academic Nomination Protocol

The Counseling Assistant will email a form with a list of potential candidates to the Head Sponsor for their review. It is the Head Sponsors' responsibility to complete the form and return it to the Counseling Assistant. Waverly High School will have an internal due date approximately a week in advance of the above deadlines to ensure all paperwork is done properly and turned in on time to the respective organizations.

Athletic Eastern Midlands Conference Awards

Head Coaches from the EMC will meet after their respective seasons to select their All-Conference Teams. The selections will be done per EMC Bylaws. The following dates are scheduled at Round the Bend Steakhouse, near South Bend, NE, for the 2026-2027 school year:

- Fall Meeting – Wednesday, November 11, 2026 @ 6:00 p.m.
- Winter Meeting – Wednesday, March 10, 2027 @ 6:00 p.m.
- Spring Meeting – Monday, May 10, 2027 @ 6:00 p.m.

Awards Banquet

Waverly students are recognized for their achievements during an awards ceremony following their season. Sponsors and parent representatives will pick a night, format, and location for this ceremony. Sponsors will present letters, certificates, etc.

Honors Convocation

Any student that participates in all three athletic seasons will be given an award by the Activities Department. Freshmen, Sophomores, and Juniors will receive a medallion. Seniors will receive a plaque with their name engraved. The Three Sport Athlete Award will be handed out at **Honors Convocation on Wednesday, April 28, 2027.**

Waverly Wall of Fame: Policy #5029

Students or Teams inducted in the Waverly Wall of Fame must meet at least one of the following criteria:

- Win an individual or team state championship in state competition sponsored by the Nebraska Schools Activities Association
- Be selected 1st team Class B by either the *Omaha World-Herald* or *Lincoln Journal Star* or the *Nebraska Coaches Association*, in any sports sanctioned by the Nebraska Schools Activities Association
- Winning as an individual or team, a state level competition sanctioned by The Nebraska Department of Education. (CTE)
- Winning as an individual or team, a state level competition sanctioned by The Nebraska Schools Activities Association
- Finishing in the top ten in a national competition as a team or individual
- Being elected as a State officer for any recognized State/National Club
- Being selected to All State Band or Choir
- Being selected to the Nebraska High School Theater Academy
- Being selected as an International Thespian National Qualifier

- Items regarding Activity Department policies and situations will first be addressed within the confines of the Activity Department. All sponsors are directly responsible to the Activities Director, who in turn, is responsible to the Principal and Superintendent of Schools. Any concerns with the Activities Department will first be brought to the Activities Director. If it is of such magnitude that requires outside suggestions or opinion, the Activities Director will contact the Principal or Superintendent.

COACHING CERTIFICATION

- All District #145 Head and Assistant sponsors being compensated by the district for an extra-curricular position must possess a valid Nebraska Teaching Certificate, or, a Nebraska Administrative and Supervisory Certificate, or, a Provisional Trades Certificate, and/or Special Services Certificate endorsed in coaching.
 - [Obtaining a Special Services Coaching Permit](#)
 - [Special Services Certificate Renewal](#)
- Sponsors needing to obtain a Special Services Certificate for Coaching can make this request with the Activities Director.
- All District #145 Head and Assistant sponsors being compensated by the district for an extra-curricular position must also be CPR/First Aid certified. Classes are offered and paid for by the district.
- Volunteer Sponsors are not required to be certified, however, they need to complete District required paperwork and have a background check annually. Volunteer Sponsors are not required to be CPR/First Aid certified.
- **Volunteer Sponsors, who are not properly certified, are not allowed to supervise students/run or start a practice without a certified coach being present.**
- **All coaches and volunteers** are required to complete the NFHS Concussion in Sports, Heat Illness Prevention, and Sudden Cardiac Arrest Training courses every three years. These courses should be taken prior to any preseason or regular season physical workouts that the respective coach would be present for or involved in administering. Any course taken after May 1 would be considered valid for the following school year.

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, 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 Student-Athlete Eligibility will be presented during A&P to those students who sign up, as well as emailed home to parents. Additionally, this information is located on the district website. Contact Jason Boitnott for specific information.

DISTRICT LEAVE POLICY

Sponsors Leaving On School Time

It is the sponsor's responsibility to utilize Aesop; the automated absence management system the district uses to secure substitutes. The Aesop system will automatically attempt to fill substitute jobs as school employees request them. Information regarding Aesop can be found online. The Activities Director and Principal must approve sponsors' leave.

Professional Advancement

Head and assistant coaches are encouraged to attend professional development opportunities specific to their sport when available. Coach(s) must get prior approval from the Activities Director or Principal before registering for any clinic. The head varsity coach and high school assistant coaches of their specific sport are eligible for one professional day of leave.

State Tournament Leave

The following leave information deals only with state tournament leave when Waverly is not involved or has been eliminated as a participant:

- The Head Varsity Coach & Assistant High School Coaches of their specific sport are eligible for One Professional Day of leave time.
- The coach(s) must get prior approval from the Activities Director.
- The Activities Director and Principal have the right to reject or approve any application for state tournament leave.

In the event a Waverly team is involved in the state tournament, current lower level coaches of the specific sport team may be considered for professional leave time and will be assigned event or supervision responsibilities as necessary.

Volunteer Coaches

The following leave information applies only to volunteer coaches that are also employed by the District as classified, or certified personnel.

- The volunteer coach of their specific sport is eligible for one professional day of leave time to attend a conference or clinic.
- A volunteer coach within their specific sport is eligible for one student activity day when it is necessary to the supervision, management, and coaching of the student activity. Any additional student activity leave time will be determined by the Activities Director and the building Principal in which the volunteer coach primarily works.
- Volunteer coach(s) must get prior approval from the Activities Director and his or her building principal prior to requesting leave time for a student activity.
- The Activities Director and Principal have the right to reject or approve any application for state tournament leave.

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. In addition, coaches/sponsors will be responsible for checking the Google academic eligibility form. A secretary will cross-reference the travel manifest with the Google academic eligibility form as well. 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.

For all activities, students 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.

EASTERN MIDLANDS CONFERENCE SCHOOLS

Bennington	Blair	Elkhorn	Gretna	Gretna East	Hastings	Norris	Waverly

Information regarding the Eastern Midlands Conference and its member schools can be found on BOUND.

EQUIPMENT

Student Responsibility

- It is the responsibility of each student to take care of the equipment that is entrusted to him/her during the season. If equipment is lost or stolen, the student will be charged the cost of replacing the item.

Purchasing of Clothing Not Budgeted For

Sponsors purchasing clothing for students must:

- Receive approval from the Activities Director or building Principal and collect money in advance, order clothing, and make payment of approved clothing purchases. Follow all Activity Account Guidelines.

Purchasing of Equipment

- Sponsors are not permitted to purchase equipment or other items without prior approval of the Activities Director or building Principal. Any purchases made without prior approval will become a donated item to School District #145 at the personal expense of the sponsor.
- Purchasing of equipment can only be done by a purchase order, direct billing or credit card. ALL purchases HAVE to be approved by the Activities Director PRIOR to ordering. Coaches/Sponsors will work with the Activity Secretary and/or Activity Director for purchase orders, setting up direct billing, or utilizing the district credit card. Follow all Activity Account Guidelines.

Sponsors Apparel

- Coaching apparel can be available for the coaching staff within the specific sport. A reasonable amount will be set by the activities director and head coach and budgeted from the activity camp accounts.
- In addition, coaches are permitted to use the profits from the previous year's sport online apparel/eflyer sales from our all-school Adidas agreement.
- Coaches requesting apparel who are not a part of the specific sport staff will have to personally purchase those items.
- All profit checks received from the sport online apparel/eflyer sales should be handed directly to the activities director to be deposited into the appropriate activity camp account.

Equipment Requests

- Equipment requests are to be made through the office of the Activities Director. These requests for the following season are turned into the Activities Director at the Sponsors' end of the season meeting.

Uniform Rotation

- Uniforms for the various teams will be purchased according to the rotation schedule. A copy of the uniform rotation schedule can be obtained from the Activities Director. This rotation does not apply to fill-in uniforms on a yearly basis.

EVALUATION

Protocol

- There will be a beginning of the season meeting with each Head Sponsor. At the End of the Season, each Head Sponsor will evaluate their assistants. The Activities Director will evaluate the Head Sponsor. The Activities Director will set up a time and date to discuss these evaluations. This evaluation process will take place within two weeks after the completion of the season. A copy of the evaluation is given to the sponsor and a copy is kept on file in the Activities Director's Office.

FACILITY USAGE

- Starting in the Fall of 2026, ALL activity sponsors will be required to input all of their practices into the BOUND facility scheduler.
- 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).
- Staff is required to use the Facility Scheduler with Bound to schedule a specific area within the facility. ALL practices need to be on the facility scheduler. This should be completed in an appropriate timeframe leading up to your event/practice.
- Out of Season sports/activities can begin requesting/reserving facilities on the following dates:
 - o Fall - Tuesday, September 8th
 - o Winter - Tuesday, December 8th
 - o Spring - Tuesday, March 30th
- [Making a Facility Reservation Request | Bound Help Center](#)
- Any group/team not affiliated with District 145 or the High School Activities program will have to schedule any facility usage through the activities director.
- Facility Usage on Sundays will be prohibited unless approved by the activities director.

Personal Use of Building

- When a sponsor uses the building for private use, he/she is responsible for the activities of the group and should get approval from the Activities Director. The sponsor is also required to be present at all times during private use.
- Sponsors must sign up for the specific area needed in BOUND prior to use.

FINANCES

Budgets

- Each Head Sponsor is responsible to give a list of items that he/she will need for next year's program at his/her final evaluation. The Activities Director will secure bids and then prepare the budget. All decisions regarding purchasing and/or reductions will be made with the sponsor and Activities Director together when possible.
- Budget requests WILL NOT be processed if the account does not obtain the proper funds

Collection of Fines

- No Sponsor should collect any payments or fines. We can bill families through BOUND for any payments or fines.
- Each head sponsor is expected to keep track of inventoried items and, when necessary, report any missing items/student-athlete's name where a fine would need to be collected to the activities secretary.
- Any student having to pay a fee or pay for lost equipment should do so with the Activities Director's Administrative Assistant. A receipt should be given to anyone who pays a fine.

General Information

- If you buy an item and expect reimbursement without approval or a Purchase Order, the purchase may become your personal responsibility.
- Activity Department Funds will not be used to purchase gift cards for staff, students or volunteers.
- All Activity Department items purchased must be shipped to the school address, not a personal home address.
(NOTE: If you are ordering online for school purposes, make sure it is sent to the school)
- If you want to order team or club shirts, speak with the administrative assistant so we can bill the families. Again, coaches and sponsors should NOT be collecting money.

Purchase Order Procedure

- Purchase Orders must be used for all expenditures when applicable. These orders must be filled out completely by the respective staff member and given to the Activities Director to sign. When an invoice comes from a particular company, the Purchase Order and an expense claim form must be filled out completely and given to the Activities Director to approve for payment.
- An itemized receipt for all reimbursement requests (including meals) must be accompanied by an expense claim form and should be turned in immediately following the event.
- Sales Tax will not be reimbursed on any item.
- Forms can be found at <https://www.district145.org/page/forms-handbooks> under Expense Claims or in the Activity Office.

Vendor List

- A vendor list is kept on file with both the Activities Director and Activities Secretary. This list is available for staff so each sponsor knows what companies Waverly High School has a business relationship with.

FUND RAISING (Policy 3080)

- All fund-raising projects will have the approval of the Activities Director and Superintendent of Schools. Due to the sensitivity of donations and fundraising, please refer all persons or entities to the Activities Director.
- The district fundraising application form must be submitted to the activities director BEFORE any group is committed to a fundraising event.
 - o [Policy 3080 - Fundraising Application Form](#)

GENERAL INFORMATION

Practice/Game Day Preparations

- Each Sponsor should check daily on the aspects of safety on the field, gym, diamond, etc. as well as the overall health of players. Any hazard should be brought to the attention of the Activities Director.
- Each sponsor should check with the Activities Director to be sure all final arrangements have been made for game day competition. All sponsors are expected to help get their field, gym, facility, etc. set up for their contests according to their needs. The Activities Director will oversee all preparations and will help assist with preparation as they are needed for events.

Hosting Tournaments

- The Activities Director will be assigned tournament director for any tournaments at Waverly High School. The Head Sponsor(s) of that particular sport will assist the Activities Director.
- Waverly High School will seek to host multiple tournaments (regular season, conference, district) throughout the school year.

Keys

- If sponsors need access to a particular area, that sponsor will request a key from the Activities Director. If the request is approved, the sponsor and Principal's administrative assistant will coordinate the checkout of the keys.
- A sponsor should never give a student or outside community members his/her keys for any reason.

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.

Parent Meetings

- Each Head Sponsor, including Middle School Sponsors, are required to have a beginning of the season parents' meeting. A sheet for the parents to sign to verify attendance is required as well.

Parents'/Senior Night

- A special night honoring the Seniors and their parents will be scheduled by the Head Sponsor and Activity Director. Flowers, gifts, etc., that may be ordered for Senior night are the responsibility of that program's activity account.
- In addition, all Parents of the program will be recognized to honor them for all the time and effort they have put into the season and their contributions to Waverly High School.

Storage Areas

- Efforts will be made so that each program has their own storage area. Sponsors are responsible for making sure the equipment is locked up and secure at all times.

Summer Clinics

- A team may organize a camp/clinic the first Tuesday after Memorial Day through July 31. **The Activities Director must approve all camps/clinics.** A schedule will be developed in January-February with input from all sponsors.
- Youth clinics, K-8, can be scheduled at any point in time throughout the school year or summer time.

Wednesday & Sunday Practices

- Practices and meetings on Wednesday evenings, Sundays or on holidays are prohibited. In special circumstances, practices may be held if a conference, district or state contest is scheduled for Monday. Refer to Board of Education Policy #5034. These practices may be allowed only after approval by the Activities Director.

HAZING, INITIATION, SECRET CLUBS, GANG ACTIVITY OR OUTSIDE ORGANIZATION (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.

HIRING PROCEDURES

The Activities Director and/or Principal will hire the head sponsor for each program. If assistant or volunteer sponsors are necessary, the head sponsor will lead the hiring of his/her staff in conjunction with the activities director. Once a hire is made, the following steps should be used for extracurricular positions.

2. Notify the Activity Director via email. Within the email, please indicate the following
 - a. Name
 - b. Email Address
 - c. Cell Phone Number
 - d. Level of which they will coach
 - e. Number of Years coaching respective sport

Coach & Activity Sponsor 2026-27 Acknowledgement Form

HUDL

- If applicable, each Head Sponsor is responsible for using the Hudl program for their respective sports.
- The Booster Club will pay for the annual renewal fee each year. In the event the Booster Club financially cannot pay for the renewal, the activity department, along with help from sport specific camp accounts will fund the renewal costs.
- If a specific sport would like to purchase other tools/programs from hudl, the head sponsor will need to communicate that to the activities director. If approved, funds from the sport camp account will be used to pay the extra costs.

INCLEMENT WEATHER

- If school must be canceled or dismissed early because of inclement weather, practices and contests will be postponed as a rule. Occasionally, weather and road conditions clear by early afternoon, and, if it is determined that students can travel safely, a Varsity-level practice or contest may be held with administrative approval. All weather-related decisions will be made by the Superintendent of Schools and Activities Director.

Postponements of Contests

- If a contest must be postponed due to weather or any other factor not conducive to good game conditions the following procedures will be followed:
 - The Activities Director will confer with the Superintendent, Principal, maintenance personnel, and sponsor
- Factors considered in the decision:**
- Playing condition of venue

- Safe travel for opponents
- Safe travel for game workers & officials
- Safe travel for the students and fans
- Damage to playing surface
- Damage to equipment
- Safety to the spectators in or on the school grounds, gym or field

After considering all factors, it will then be up to the Activities Directors to play the game or postpone the game. They will reschedule the contest as per Conference, District, and/or State rules or the next possible playing date.

INSURANCE

Student Insurance

- School District #145 does carry liability insurance for the activity program, but does not carry insurance on the individual athlete. This responsibility falls to the parents.
- The Board of Education does not require participants in activities to be insured against activity accidents but strongly recommends they be insured against accidents at the parent's expense.
- The school does not offer any insurance or coverage.
- There are many individual and group athletic accident policies available and parents are urged to investigate and study the various policies so they may purchase the accident coverage they prefer.
- The school will not pay for any injuries, which occur in practice or games.

JOB DESCRIPTIONS

The Interscholastic Athletic Administrator:

- Strives to develop and maintain a comprehensive athletic program which seeks the highest development of all participants, and which respects the individual dignity of every athlete.
- Considers the well-being of the entire student body as fundamental in all decisions and actions.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Organizes, directs, and promotes an interscholastic athletic program that is in harmony with, and contributes to the total school program.
- Cooperates with the staff and school administration in establishing, implementing and supporting school policies.
- Acts impartially in the execution of basic policies, and the enforcement of the conference of league, and state high school association rules and regulations.
- Fulfills professional responsibilities with honesty and integrity, and holds true the honor of the profession in all relations with students, colleagues, coaches, administrators and the general public.
- Avoids using the position for personal gain or influence.
- Seeks to improve the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state and national in-service programs.
- Is committed to high standards of ethics, sportsmanship and personal conduct on the part of the administrator, members of the coaching staff and the athletes representing their school.

Waverly Assistant Principal & Activities Director Job Descriptions:

- Refer to Board of Education Policy #2250 & #2255 for the complete Job Description(s).

Nebraska Coaches Creed:

All coaches will follow the Nebraska Coaches Creed, which reads:

I BELIEVE:

- Interschool sports have an important place in the general educational scheme and pledge myself to cooperate with others in the field of education to administer them so that their values shall never be questioned.
- The other coaches of interschool sports are earnest in their desire to keep the interschool program high on the plane of citizenship training and I shall do all that I can to further their efforts.
- My own actions should be so regulated as to reflect credit to this profession.

I SHALL:

- Abide by the rules of the games in letter and in spirit.

I BELIEVE:

- In the exercise of all the patience, tolerance, and diplomacy at my command in my relations with all players, coworkers, game officials, and spectators.
- Proper administration of all sports offers effective laboratory methods for development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness and self-control, desires for clean, healthful living and respect for wise discipline and authority.
- These admirable characteristics, properly instilled by me through teaching and demonstration, will have a long carryover and will aid each one connected with the sport to become a better citizen.
- In and will support all reasonable moves to improve athletic conditions, to provide for adequate equipment, and to promote the welfare of an increased number of participants.

Characteristics Expected of a Waverly Sponsor:

a. Common Sense	b. Cooperation
c. Dedication	d. Dignity
e. Enthusiasm	f. Accountability
g. Initiative	h. Competitive
i. Public Relations	j. Good Judgment
k. Responsibility	l. Self Confidence
m. Persistence	n. Sense of Humor
o. Trustworthiness	p. Unselfishness

Waverly Sponsor Job Description:

The function of a sponsor is to educate students through participation in extracurricular activities. Competitive success is desirable. The primary objectives are outlined on page 5 of this document and can be requested through the activities director at any time.

Maintaining Rule Compliance

- Adhere to all district policies, rules, regulations, and supervisor directives.
- Adhere to the Coach's Code of Ethics.
- Ensure that students meet and maintain eligibility to participate as determined by the rules of the NSAA as applicable and the school. The sponsor's level of responsibility in this regard is to be arranged between the sponsor and the Activities Director, provided that the sponsor is required to respond to any known or suspected ineligibility situations.

Club Expectations:

- Adhere to all district policies, rules, regulations, and supervisor directives.
- Hold monthly club meetings as established by building administrators
- Establish consistent line of communications
- Provide opportunities for students to grow and enrich any service projects/experiences
- Club initiatives connect back to 4 Pillars
 - Connection-Forming a bond between peers while pursuing similar interests
 - Community-Building a network of support in an inclusive environment.
 - Opportunity-Pursuit of interests, (socially, academically), encourage risk taking, develop skills, to lead
 - Passion-recognizing what passion is, opportunity to develop and build your own
- Club Sponsors are required to work a minimum of 1 concession slot each of the three sports seasons. Required to work more if your activity account is not sufficient. During Fall and Winter seasons, club sponsors are expected to assist at the event. In the Spring, sponsors only need to provide student support as long as an adult supervisor is present.

Coaching and Developing the Team

- Identify students for participation in the sport or activity and encourage students to participate.
- Conduct a pre-season/activity meeting with parents and participants and provide them with information about team try-out procedures, the parent-student activity handbook, forms required to be completed for participation, training and conduct rules, practice requirements, and lettering or other recognition standards.
- Conduct try-outs and make fair and consistent decisions regarding team selection, level of participation (varsity, JV, etc.), and playing time.
- Head sponsors and other sponsors with supervisory responsibility assign specific duties to team staff (assistant sponsors, equipment managers, volunteers, etc.). Provide guidance and direction to the team staff. Motivate the team staff to achieve the objectives of the activity, monitor their performance, and report on their performance to the Activities Director for purposes of evaluations.
- Plan, organize, and conduct practice sessions that will efficiently develop individual skills and team performance without interfering with academic and other commitments of the participants and that will actively involve all participants.
- Plan and direct physical conditioning programs that will enable athletes to achieve maximum performance.
- Instruct individuals or groups in sport or activity rules, strategies, and performance principles such as specific ways of moving the body, hands, and/or feet in order to achieve desired results, and explain and demonstrate the use of sports and training equipment.
- Provide training direction, positive encouragement, and motivation in order to prepare students for games or competitive events.
- Encourage and build mutual trust, respect and cooperation among team members.
- Adjust coaching techniques based on the strengths and weaknesses of participants.
- Analyze the strengths and weaknesses of opposing teams in order to develop game strategies.
- Sponsor games and competitive activities with the objective of competitive success tailored to making the experience enjoyable and rewarding to the students. Maintain composure, keeping emotions, anger, and aggressive behavior in check, even in very difficult situations, so as to demonstrate good sportsmanship.
- Select students for recognition (letters) and attend end of season or activity events to present the recognition awards.

Student Safety

- Provide for the reasonable care and safety of students under the coach's supervision.
- Supervise or ensure the supervision of student participants during activities, including in the locker room, the playing/practice area, and during team travel.
- Explain and enforce safety rules and regulations.
- Monitor students' use of equipment in order to ensure safe and proper use.
- Oversee the safety conditions of the facility or area in which assigned sport or activity is conducted at all times that students are present.
- Report damaged equipment to the Activities Director and do not allow use of equipment that is in a condition that may cause injury.
- Exercise care in dealing with injuries and particularly those that are of a serious nature. Provide emergency response within the area of the sponsor's level of competency. Secure medical assistance in emergency situations.
- Evaluate students' skills and condition in order to determine their fitness to participate or the level in which they may participate.
- Maintain a record of injuries and submit accident reports to the trainer or Activities Director.
- Communicate to students and parents that use of performance enhancing drugs are not permitted and report any suspected use to the Activities Director.
- Report suspected child abuse or neglect as the initial mandatory reporter. **Once you have made a report, please inform a principal or counselor of the student situation, what you have learned, and what steps you have taken.**

Student Behavior

- Establish and distribute to students and parents written sponsor rules for behavior that are consistent with the rules of the school. Follow Due Process Protocol
- Be consistent in requiring students to follow rules and standards of the school, the sponsor, and the sport or activity.
- Encourage good sportsmanship, fair play, and high academic achievement.
- Ensure a positive environment free of hazing, harassment, bullying and intimidating language and behaviors.

Record Keeping

- Maintain accurate individual and team statistics, records, and results of the season.

- Maintain an accurate and current team roster and submit copies to the Activities Director.
- Maintain confidentiality of information concerning colleagues, students, and parents in accordance with law and District rules.

School Property

- Provide for proper care, maintenance and reasonable security of all District property in the sponsor's control.
- Select, acquire, store, and issue equipment and other materials as necessary.
- Make recommendations to the Activities Director in matters of scheduling and budgeting.
- Responsibly maintain funds within the sponsor's control, use such funds for the purposes intended and in the manner directed, and submit financial reports as directed by the Activities Director.
- Ensure that all windows, doors, and gates are locked in any area that has been used when the area is not going to be immediately used by others and custodians or others are not on site or not responsible for lock-up at that time.
- Submit an accurate inventory of equipment and supplies for the sponsor's activity at the end of the season.

Sponsor Development

- Keep abreast of changing rules, techniques, technologies, and philosophies relevant to the sport or activity.
- Participate in coaching skill development to maintain competence and to perform duties.

General

- Develop and maintain a positive rapport with students and parents. Seek out assistance from the Activities Director for parent conflict resolution.
- Develop and maintain a positive and professional working relationship with other staff and administration.
- Develop and maintain a positive rapport with others outside the school community, such as sponsors from other schools and media.
- Perform other tasks as assigned by administrator; or in the case of assistant sponsors, by the head sponsor.
- Appreciate and promote all Waverly Activities, as well as your own sport. Volunteer to assist in various capacities of the total program. Be an active participant in striving to improve the entire activity program as well as the total educational program of the school.
- Follow the chain of command in all activity matters.
- Follow the Activity Guidelines as established for Waverly High School

Essential Functions

The essential functions of the Sponsor position include (1) regular, dependable and punctual attendance; (2) the ability to perform the identified performance responsibilities, which requires effective teaching and communication skills; and (3) the ability to demonstrate physical activities require considerable use of your arms and legs and moving the entire body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

Athletic Trainer

The athletic trainer's responsibilities would be, but not limited to, the following:

- Administer therapeutic treatment, and implement preventative, rehabilitative, and progressive reconditioning programs for flexibility, strengthening and conditioning of the musculoskeletal system following athletic injury, and for specific athletic injury conditions in clinical patients and high school athletic population.
- During athletic practices and event coverage, render basic first-aid to injured athletes such as wound care, preventative and protective taping, wrapping, and splinting of athletic injuries, artificial respiration, cardiopulmonary resuscitation, stabilization and immobilization of athletic injuries until appropriate medical care is obtained.
- Obtain medical history and physical data on athletic participants through a documentation system for tracking and reporting athletic injuries to school and clinic. Review athlete records while maintaining athlete/family confidentiality.
- Make independent decisions to return to athletic participation criteria, medical emergencies, medical referral, and appropriate rehabilitation and treatment prescription for athletic injuries and conditions to high school athletes.
- Staff school training room and provide athletic training coverage at athletic events according to guidelines established by the Sports Medicine Outreach Director and School Staff Coordinator.
- Recruit, train, and supervise student athletic trainers.
- Conduct evaluation and assessment procedures, rehabilitation and treatment regimens, and provide activity level recommendations and restrictions of athletic injuries and conditions.
- Assist school in developing guidelines for implementing an athletic health care delivery system.

- Provide consultation and educate athletes, coaches, and parents as to appropriate management and disposition of athletic injuries and conditions.
- Comply with all state statutes and regulations, and National Athletic Trainer's Association standards of practice regulating the practice of Athletic Training, including maintaining sufficient continuing education units for state licensure and national certification.
- Develop educational materials for presentation at school to coaches, athletics, and parents regarding athletic health care, and athletic development.
- Attend school staff meetings and Sports Medicine Outreach staff meetings, and continuing education and professional development seminars.
- Assist School Staff Coordinator in establishing budgetary guidelines for managing inventory, requisitioning, and the procurement of sufficient athletic training and sports medicine supplies.

Student Managers:

- Student managers are to have their duties and responsibilities set by the Head Sponsor of that particular sport. Care of equipment is one duty that would be universal to all programs.

MANDATORY REPORTING

Mandatory Reporting: All school staff members have an obligation to report suspected child abuse as mandatory reporters!

Nebraska Statute §28-711. When a mandated reporter has reasonable cause to believe that a child has been subjected to abuse, he shall report to the proper law enforcement agency or the department on the toll-free number: [1-800-652-1999](tel:1-800-652-1999)

*All school staff are mandatory reporters. This means if you suspect or are informed of any possible abuse situation, you are to report...whether or not you think the information you received is true or not!

You do not need permission from any individual to report. If you see noticeable bruises, marks, etc. you should contact law enforcement prior to the hotline number. When reporting, you should provide first-hand information. Do not contact parents at this time—it is the duty of law enforcement and/or Child Protective Services to make parental contact. **Once you have made a report, please inform a principal or counselor of the student situation, what you have learned, and what steps you have taken.**

Counselors' Confidentiality with Students:

School counselors are not provided confidentiality or privileged communication by law. However, confidentiality guidelines exist in a variety of professional and legal documents. Although a broad definition of confidentiality is not provided to counselors by law, it is expected that counselors will handle information regarding students in an ethical manner. Counselors will not share information with others except when an individual has a legitimate, recognized, educational need to have the information; when a student intends to harm himself/herself or another individual; when a parent of a student, or a student of legal age, provides a statement authorizing the release of information; or in other situations as provided, by law, will keep information confidential regarding a student who is pursuing help in overcoming a drug or alcohol problem.

Waverly School Counselors will inform parents/guardians or appropriate authorities when the student's condition indicates a clear and imminent danger to the student or others. This is to be done after careful deliberation and, where possible, after consultation with each other or other counseling professionals. Counselors will attempt to minimize threat to a student and may choose to 1) inform the student of actions to be taken, 2) involve the student in a three-way communication with parents/guardians when breaching confidentiality or 3) allow the student to have input as to how and to whom the breach will be made. Waverly High School, and therefore counselors, desire to collaborate with parents/guardians whenever practical and appropriate in an effort to meet the needs of students. It is expected that counselors will use sound judgment in contacting parents/guardians whenever appropriate and necessary to assist in the resolution of student concerns. The counselor will be in contact with the parents/guardians in the case of a potential suicide. Information may be shared with parents/guardians within the limits stated by law.

MEALS & LODGING for STATE ACTIVITIES

- In collaboration with the Head Sponsor, the Activities Director will take care of lodging reservations and meal stipends for all qualifiers and coaches for State Activities. (If applicable)
- Only those students that qualify for State Activities and their sponsors will be considered an official member of the party, not to exceed the allowable member by NSAA Roster limitations. Sponsors may submit a request to include student managers and statisticians if they have accompanied the team on a regular basis throughout the season.

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

Sponsors' Login/Personal Page

- Each Head Sponsor has a personal web page furnished by the NSAA so the NSAA can communicate/administer the multitude of information and tasks throughout the year. The Head Sponsor is required to obtain the login information including the password from the Activities Director. It is the responsibility of the Head Sponsor to review the information sent out by the NSAA and discuss with the Activities Director if needed.

Moratorium Policy

- The NSAA adopts a five (5) day moratorium in December. During these five days, District #145 facilities are closed to sponsors, students, athletes, and community members. No Exceptions!

Organized Practice Rule

No organized practice in any sport shall be held during the school year between the close of season of a sport and the opening day of practice for that sport the following school year. An organized practice shall be defined as follows:

- Track - an organized practice shall mean more than **TWELVE** players under the direct supervision of a sponsor.
- Football, Softball, Soccer, Baseball - an organized practice shall mean more than **SEVEN** players under the direct supervision of a sponsor.
- Basketball, Bowling, Volleyball, Tennis, and Wrestling - an organized practice shall mean more than **FOUR** players under the direct supervision of a sponsor. If more than one group is practicing at the same time it shall be called an organized practice.
- Golf and Cross Country - an organized practice shall mean more than **THREE** players under direct supervision of a sponsor. If more than one such group is practicing at the same time it shall be called an organized practice.

Rules Meetings

- Head Sponsors are reminded that they must attend the NSAA sponsored rules meeting for their particular sport. Head Sponsors are expected to relay the information to all of their assistants.

For a complete set of requirements, please review the NSAA Yearbook online at www.nsaahome.org.

NSAA Sportsmanship Bylaws:

2.11 Penalties

2.11.3 Participant Ejections from Athletic Contests

- Participant Ejections from Athletic Contests. Any participant ejected from a contest for unsportsmanlike conduct shall be ineligible for the next athletic contest at that level of competition and all other athletic contests at any level during the interim, in addition to the other penalties the NSAA or the school may assess.

2.11.4 Coach Ejections from Athletic Contests

- Any coach ejected from a contest for unsportsmanlike conduct shall be ineligible to coach the next athletic contest at that level of competition and all other athletic contests at any level during the interim, in addition to the other penalties the NSAA or the school may assess.
- Any athlete or coach ejected from a season ending contest will be suspended from the first contest in that activity the following year.

3.3 General Regulations Governing Competitions

3.3.11 Conduct and Sportsmanship

- Member schools shall maintain proper crowd control and enforce the principles of good sportsmanship and ethics during all interscholastic contests. Failure to fulfill this obligation shall subject the school to penalties as provided in Article 2, Section 2.11, NSAA Bylaws Governing All Activities.

3.3.11.1 Conduct of Coaches and Athletes

- Coaches and athletes shall conduct themselves in accordance with the playing rules of the sport contest and refrain from unsportsmanlike conduct during interscholastic competition. Failure to fulfill this obligation will subject the individual(s) to the penalties as provided in Article 2, Section 2.11, NSAA Bylaws Governing All Activities.

3.3.11.2 Definition of Unsportsmanlike Conduct

Unsportsmanlike conduct shall include the following: Fighting, verbal abuse or dissent directed toward an official or opponent, racial or ethnic slurs, inappropriate comments or actions that may be construed as sexual harassment, profanity, obscene gestures, flagrant and violent fouls, taunting, trash talk, baiting, cheating, throwing or abusing equipment, inappropriate posters, physical intimidation or abuse of an official or opponent, and unauthorized leaving of a team bench area.

NSAA/WAVERLY STUDENT PARTICIPATORY REGULATIONS

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 (NSAA) Constitution and Bylaws:

- Waverly High School is a member of the NSAA, Class B Classification, 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.
 - These NSAA rules and regulations are available in the office of the Activities Director and the High School Principal. The NSAA has a due process appeal procedure for alleged violations of their rules and regulations.
 - A Summary of NSAA Rules as to eligibility of Participants is referenced below.
1. 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.
 2. 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.
 3. 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.
 4. No student will ever use school facilities unless he/she is under the direct supervision of a coach or sponsor.

NSAA Eligibility Requirements

In order to represent a high school in any school activity, a student must abide by eligibility rules of the Nebraska School Activities Association. If you do not understand a summary of these rules listed below or you need an explanation of other requirements, consult the high school principal or Activities Director.

- Students must be an undergraduate and enrolled in at least 20 hours per week and regular in attendance.
- Students must be enrolled in some high school on or before the 11th school day of the current semester.
- Students are ineligible if 19 years of age before August 1, of the current school year.
- After a student's initial enrollment in grade nine he/she shall be ineligible after eight semesters of school attendance.
- Students must have been enrolled in school the immediate preceding semester.
- Students must have received 20 semester hours of credit the immediate preceding semester.
- Once the season of a sport begins, a student shall compete only in athletic contests/meets in the 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. (Excludes Unified Bowling, Unified Track & Field)
- 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.
- A student shall not participate on an all-star team while a high school under-graduate.
- A student entering grade nine for the first time after being promoted from grade eight is eligible. After making a choice of high schools any subsequent transfer will cause the student to be ineligible for ninety school days.
- If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for 90 school days.
- A student is ineligible for 90 school days if his/her parents have changed their domicile to another school district and the student has remained in the former school in a different school district. (Exception: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved).
- Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile.
- A student shall not participate in a contest under an assumed name.
- A student must maintain his/her amateur status.

Waverly High School Participation Guidelines

In addition to the above requirements, the following are guidelines for all Waverly High School Athletic Teams:

- Freshmen may play on higher-level teams if their skills allow them to compete on Reserve, JV or Varsity Teams.
- Generally, Freshmen will play only on one level in competition. When exceptions are made to this, and a player moves between teams, there must be communication between the coaching staff, the student-athlete, and his/her parents/guardians.
- The physical well-being of an athlete should not be compromised by his/her participation on more than one team. An athlete should be limited to a regular amount of practice time each day and not required to attend practices at more than one level of participation.
- Players must adhere to daily rules regarding athletic participation in one day. I.E. quarters, halves, games, matches, etc., per day.
- When players compete on more than one level, coaches should give consideration to the number of available athletes suited at each level in the program. Participation on more than one team, by one athlete, should not significantly hinder the ability to participate by the other athletes on those squads.
- Freshmen teams may practice and scrimmage with JV and Varsity teams, but adequate time will be given in practice to develop the freshmen players and strategies for game competition.
- The Activities Director must approve participation by Freshmen on teams other than their own level.
- Seniors should only be allowed to participate at the Varsity level. If a coach wishes to play a senior on the JV level due to skill set, prior approval from the activities director is required in addition to the coach communicating the need to the players and parent/guardians.

OFFICIALS

- The Activities Director or assignor hires all officials. Coaches are encouraged to provide feedback to the Activities

Director regarding officials.

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 should 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.

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.

PRACTICE SCHEDULES

- The Activities Director should be aware of all practice times. In the case of the Fall or Spring sports seasons having to practice indoors, the Activities Director and/or Head Sponsor(s) will help set up the designated indoor practice times.

PROFANITY

- Any sponsor who uses profanity during a school activity or on school grounds will receive a written letter of reprimand. If this behavior continues it may result in a suspension or removal from his/her coaching assignment.

PROFESSIONAL BOUNDARIES POLICY (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 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, emailing a message about a student's grades).
- 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 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 family relationships between employees and their children who are students in the District.

PROFESSIONAL DEVELOPMENT

- Sponsors in School District #145 are encouraged to grow professionally. This can be accomplished by attending clinics for their particular sport or activity. Requests to attend clinics will be made with the Activities Director well in advance of the clinic. The Activities Director and Principal will make the final determination of whether or not sponsors may attend a particular clinic. Sponsors requesting attendance at clinics that interfere with instructional time must request substitutes with the High School Administration well in advance of the clinic.
- Generally, Sponsors will be allowed to attend one clinic per year for that particular sport. The Activities Department will only pay for the cost of registration. Additional fees associated with the clinic can be paid for out of the program's individual (camp) activity account upon prior approval from the activities director.
- If sponsors would like to attend additional clinics outside the allotted one per year, the activities director and head sponsor will discuss any fees associated and where expenses will be paid from.
- All sponsors are encouraged to attend the Nebraska Coaches Clinic in late July. All sponsors must submit their NCA registration form by the end of June in order to meet the dues and clinic deadlines. If the sponsor chooses, the activities department will pay for the NCA membership. **Head Sponsors will be required to have an NCA**

membership that will be paid for by the activity department. Sponsors are required to pay for any other additional options (clinic attendance or Gold Card).

PUBLIC RELATIONS

News Release

Each Head Sponsor is responsible for getting material to the papers, preferably every week to the LJS and Omaha World Herald for statistics updates. The Voice News, among other publications, supports Waverly Activities very well, and the only way for this to continue is to cooperate and work with them. Sell your program; provide pictures and article ideas to the paper. All stakeholders like to know what is going on with our Activity Programs.

Maxpreps.com and NSAA Agreement

Teams will be required to submit their scores and stats to Maxpreps.com after each game, all box score information will be published on Maxpreps.com and automatically provided to the NSAA for use in managing various initiatives across the state, including NSAA postseason qualification, wild card points, statistical leader boards, a state record book, media guides and more. Teams will also be able to immediately send their post-game reports to statewide media contacts after each game.

Radio and Television Interviews

Always remember that you are representing yourself, your athletes, and the school, therefore, good judgment should be used in what you say. The Sponsor, Activities Director or Principal can clear student interviews.

Television Stations

KETV 7 – 1-800-279-5388
KMTV 3 - 592-3333
WOW 6 - 233-7940
KPTM 42 - 558-4200
KOLN-KGIN – 1-800-593-1011

Radio Stations

KFAB - 556-8000
KOIL - 345-1290
KFOR - 475-6606 (Lincoln)
WOW - 592-3500

Newspapers

Lincoln Journal Star - 1-800-742-7315
Omaha World Herald - 1-800-284-6397

Associated Press 1-800-300-8340

It is the responsibility of the Head Coach, or his/her designee, to call in the Varsity scores from that evening's contests. The Associated Press should be your first call with the Lincoln Journal Star and the Omaha World Herald following.

RECRUITING

- With the growth and expansion of the activity programs in the school district, many students will feel like they must make decisions as to which activities they will participate in. This could also lead to problems among sponsors. It is in bad taste to recruit a student to go out for your program rather than another program. Do not get caught in this predicament. It should also be noted that since there are so many events scheduled for young people, we would, at times, be faced with conflicts. Please refer to the Activity Guidelines Handbook to review the priority given to certain events.
- In no circumstances, anytime, should coaches discuss their philosophy or program strategies or program(s) in general with student-athletes or parents who are not enrolled/patrons at District #145. These conversations are against the NSAA Undue Influence Policy (2.8) and coaches will subject themselves to a reprimand upon investigation. This also includes summer camps/clinics and weight room sessions.
- If coaches are sought out by student-athletes or patrons interested in the district, or their programs, please consider the following response.

Dear Parent/Potential Transfer Student-Athlete:

*Thank You for your interest in Waverly High School. Per NSAA rules, I believe it's out of line for me to talk to you about our (**Sport you Coach**) program, especially to a student-athlete currently enrolled in a different school. This situation could potentially be defined as recruitment (Undue Influence) and cause consequences to our school and program. One thing you would want to check on is how transferring could affect your son/daughter's eligibility. You may want to consult with*

your current school's administration, or contact the administration at Waverly High School. Our guidance counselors can assist you with any academic concerns or questions you may have. If you do make the move to our district and enroll at Waverly High School, I would be glad to talk to you about our program(s) and get you involved. If not, I hope your year is a success.

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 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

Calendar

- 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.
- All scheduling of activities, officials, and facilities will be handled through the Activities Director's Office. No contests, scrimmages, practices or meetings will be held without proper clearance from the Activities Director.
- Starting in the Fall of 2026, ALL activity sponsors will be required to input all of their practices into the BOUND facility scheduler.
- Club Sponsors can begin scheduling Activity Dates for the next school year in May. These dates, along with back-up dates, must be given to the Activities Director in writing (email).

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 Activities 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 involved immediately when a conflict does arise. When a conflict arises, the sponsors 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:
 - NSAA Sanctioned Event
 - Level of Placement (Varsity, non-varsity)
 - Conference, District, or State Competition
 - The relative importance of each event.
 - 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, the sponsor will not penalize him/her. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.

SCHOOL WELLNESS POLICY

Information regarding District #145 School Board Approved School Wellness Policy (5417/5417AR), can be located at www.district145.org > District > Board of Education > Board of Education Policies.

- To see how this affects Team meals and other Activities, see Appendix III
- Supplements – No school personnel or coach should dispense or promote any drug, medication, or supplement unless under the guidelines of state regulations, school policy, or in accordance with the advice of the student-athlete's health-care provider. While we are all concerned about the diet and eating habits of our student-athletes, this is an issue that is between a student-athlete and his/her parents and health-care provider.

SCOUTING

- The sponsors of all athletic programs are expected and allowed to scout the opponents' contests. School vehicles, if available, may be used. If none are available your own vehicle may be taken.

SUPERVISION

- The locker room is the responsibility of the in-season sponsor(s). Since the sponsor(s) is responsible for the students, he/she should always be the last one out of the locker room to ensure its security and should never have students in the locker room without proper adult supervision.
- Head Sponsors are responsible for the supervision and creating a supervision schedule of the students in collaboration with their assistants. A supervision schedule is required to be submitted to the activities director prior to the first practice of each season.

SUSPENSION

- Any sponsor suspending an athlete should turn in a written report to the Activities Director explaining the circumstances for the suspension. Any area involving this suspension should be a part of the sponsor's rules explained to students and their parents prior to the beginning of the season. Communication with the parents of the suspended student is also an expectation of the sponsor.
- The Activities Director or High School Administration will make independent investigations of any violations that may result in suspension from activities.

TEAM SELECTION

Protocol

- 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.

Filming

- A sponsor who wants to have a contest filmed must provide a volunteer/student manager to film.

TITLE IX

- Waverly High School meets all requirements of Title IX and is an Equal Opportunity Employer. The Director of Human Resources 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:
 - Rik Devney, 14511 Heywood Street, P.O. Box 426, Waverly, NE 68462 (402) 786-2321.

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 parents if the parent gives written permission for the student to do so and checks the student out with the sponsor prior to leaving.
- 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.
- The head sponsor is required to submit transportation requests for ALL needs within 10 days of the departure date. There will be no guarantees of District transportation if a request is made inside of the 10-day period.
- The activities director will provide a due date for all sports in regards to transportation requests.
- Head sponsors are required to have a bus manifest submitted to the attendance secretary at least one day prior to the event. A final manifest will be updated by the head sponsor immediately prior to departure and a copy will need to be left in the main office.
 - **Students traveling are REQUIRED to have their BUS PASS!!!**
- It is an expectation of coaches and sponsors that if traveling to an event separate from the main group departure time, they request a district vehicle. Travel reimbursement will only be approved if a district vehicle is not available.
- The district transportation director will confirm transportation with the head sponsor prior to the trip.
- School Vans: Can be picked up at the Transportation Center and/or Waverly High School and should be returned in the same condition you found it.
- Rented Vans: Must be picked up from the rental company and must be returned on time, free of any trash and returned in the same condition you received it.
- Team Travel: Team members travel to and from events as a unit. Both parents and the sponsor must approve any exception to this rule. This approval should be in writing.

VOLUNTEER SPONSORS

- The Superintendent of Schools must approve volunteer people wishing to assist with School District #145 Activity Programs, by submitting the required forms to the Activities Director and undergoing a background check. Volunteer sponsors are under the direction of the Head Sponsor for that activity.

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:

2026 - 2027 WAVERLY HIGH SCHOOL REQUIREMENTS FOR PARTICIPATION IN ATHLETICS

Baseline SWAY Concussion Testing: Student-athletes who need to take the Baseline SWAY Test are the following: Any incoming 7th, 9th, 11th, 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.

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, 2026, in order to be eligible for the 2026/2027 school year. REQUIRED FOR ATHLETICS.

Student Forms: are available to complete in your Parent Portal.

Below is the link to sign into your Parent Portal:

<https://district145.nebps.org/public/>

Please complete all forms by August 7, 2026 for all grade levels.

7-12th grade students will need to complete the 4-1 STUDENT ONLY Form – Activities/Club Form. Students can log into their portal through Classlink.

Classlink direct link: <https://my.classlink.com/district145/> or they can use the Classlink link on the district webpage under Students tab.

Sport Cards: Sport Cards are issued to student-athletes after Baseline SWAY Testing requirements AND all required forms have been completed, signed, and turned in to the High School. Once a sports card is issued, the athlete must turn it into their coach prior to official tryouts, practices, and contests.

Please contact Waverly High School Activities Office with any questions or concerns regarding any of the above requirements at (402) 786-2765 ext. 2202 or lori.dauel@district145.org

AVAILABLE ATHLETICS

FALL: CHEER, CROSS COUNTRY, DANCE, FOOTBALL, GIRLS GOLF, SOFTBALL, BOYS TENNIS, VOLLEYBALL, UNIFIED BOWLING

WINTER: BOYS AND GIRLS BASKETBALL, CHEER, DANCE, BOYS AND GIRLS WRESTLING

SPRING: BASEBALL, BOYS GOLF, BOYS AND GIRLS SOCCER, GIRLS TENNIS, BOYS & GIRLS TRACK, UNIFIED TRACK & FIELD

APPENDIX II:

2026 - 2027 WAVERLY HIGH SCHOOL REQUIREMENTS FOR PARTICIPATION

IN CLUBS & ACTIVITIES

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, 2026, in order to be eligible for the 2064/2027 school year. REQUIRED FOR ATHLETICS.

Student Forms: are available to complete in your Parent Portal.

Below is the link to sign into your Parent Portal:

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Sport Cards: Sport Cards are issued to student-athletes after ImPact Baseline Testing requirements AND all required forms have been completed, signed, and turned in to the High School. Once a sports card is issued, the athlete must turn it into their coach prior to official tryouts, practices, and contests.

AVAILABLE CLUBS & ACTIVITIES

Art Club, Class Councils, Waverly Theatre Company, FBLA, FCCLA, FFA, Global Voices, NHS, Journalism, Quiz Bowl, Spanish Club, SADD, Science Club, Speech Team, Educators Rising, Musical, Student Council, Skills USA, Robotics, Math Club, Global Voices, Slam Poetry, Show Choir, Marching Band, Pep Band, Jazz Band, Show Choir.

*A more detailed description of each Club / Activity can be found within the

“District 145 Activities Guidelines” found online at:

<https://www.district145.org/page/student-handbooks>

APPENDIX III: District #145 Student Wellness Policy Information

(NOTE: To see full version, visit www.district145.org ; Policy #5417

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 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...”

“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.”

“It shall not be sold in competition with school meals in the food service area during the meal service.”

“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.”

“The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements.”

“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.)”

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).

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’).

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 stand

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.

2

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!



SCHOOL DISTRICT #145

ACTIVITIES GUIDELINES

2026 / 2027



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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 / Rachelle Hinrichs- Class councils are elected to represent classes and make class decisions. 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 Doele - 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.

FLA - 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/Rachelle 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 / Tara Bohaboj - 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 / Travis Moore - 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 / Tatum Sesow- 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 & Lance Mattice - This musical production requires a two-month commitment and is usually in the second semester. Auditions are announced.

STUDENT COUNCIL / TJ Wynn & Rachelle Hinrichs - 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 / Brittany Hying - 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 world competition.

MATH CLUB / TBD - 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 students 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 - Lance Mattice

Jazz Band - Lance Mattice

Concert Band - Lance Mattice

Concert Choir - Sylvia O'Neill

Pep Band - Lance Mattice

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 – Andrew Broders
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 – Fletcher Zornes
Unified Track – Molly Vodicka

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 [2026-2027 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 by the date listed in the WHS PowerSchool Grade Update Schedule, 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; [2026-2027 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. The red card must be signed and turned into the activities office by 9:00 am the following Wednesday morning. If it is not turned into the office, the student will be ineligible for competitions and club meetings/activities through the following week until grades are taken again. (Example: a student has two D's or an F on Friday, Sept. 11th. They have until the following Wednesday morning (September 16th) at 9:00 am to have the red card signed and returned to the activity director's office. If not signed, they will be ineligible to compete in games or attend club meetings/activities until Monday, September 28th).
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
 - 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.

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 10, 2026). All consequences for all activity participants begin with this date for the 2026-2027 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.

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 >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 > 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 Diamond 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 \$80 participation fee which also includes the student's activity pass. This fee will help offset costs associated with NSAA sanctioned activities/events.

- i. Activity Card = \$50
- ii. NSAA Sanction Participation Activity Fee = \$30

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
- Scott Harley - Athletic Trainer; 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.

ATTENDANCE

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.

CHEMICAL PROCEDURE

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.

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.

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 (1315)
- 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, 2026, in order to be eligible for the 2026/2027 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 2026

Sport Card Pick-Up Dates:

- Tuesday July 28th- Friday, August 7th, 8:00 AM - 4:00 PM, High School Activities Office

2026/2027 Dates to Remember:

- Fall Practice Begins: Monday, August 10, 2026
- Winter Practice Begins: Monday, November 16, 2026
- Spring Practice Begins: Monday, March 1, 2027

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.

BOUND 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 www.district145.org > District > Board of Education > Board of Education Policies.

- 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 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 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, students 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, parents/guardians 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 12th 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.

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 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)

☐ 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.

☐ 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.

☐ 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 ; 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 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...”

“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.”

“It shall not be sold in competition with school meals in the food service area during the meal service.”

“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.”

“The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements.”

“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.)”

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!

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).

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’).

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



EXECUTIVE RECRUITMENT AND DEVELOPMENT

CONTRACT FOR SERVICES

This Contract for Services (“Agreement”) is made and entered into as of the date set forth below by and between McPherson & Jacobson, LLC. (hereinafter referred to as “Consultant”) and the School District 145-Waverly, Waverly, Nebraska, Board of Education (hereinafter referred to as the “District”).

1. Services. The Consultant agrees to provide the following services, as specifically selected by the District in Section 3 below.

PHASE I - Design

During Phase I, we work with the Board to establish the foundation for the search, including defining leadership criteria, developing the timeline, and determining recruitment strategies. We also assist in identifying stakeholder groups, provide compensation data to support a competitive range, and coordinate with a designated district contact to ensure an organized and efficient process.

PHASE II - Recruit

During Phase II, we gather stakeholder input and implement a targeted recruitment process to build a strong candidate pool. This includes coordinating meetings and surveys to collect and summarize feedback for the Board, developing and promoting the vacancy announcement, and managing a customized application process. We actively recruit qualified candidates through our national network, including those not actively seeking positions, while maintaining applicant confidentiality and providing regular updates to the Board.

PHASE III - Evaluate

During Phase III, we review and evaluate all applicants to identify candidates for interviews. This includes assessing each applicant against the Board's criteria, conducting in-depth reference and background reviews, completing pre-interviews and candidate videos for shortlisted individuals, and assisting the Board in developing interview questions aligned with the selection criteria.

PHASE IV - Select

During Phase IV, we support the interview process, finalist selection, and Board decision-making. This includes presenting a recommended shortlist of candidates aligned with Board criteria, conducting background checks, and coordinating all aspects of the interview process. We also support stakeholder involvement if desired, manage candidate visits and logistics, and handle all finalist communication and applicant notifications.

PHASE V -Transition

During Phase V, we support a successful transition by establishing clear first-year expectations and a strong foundation for long-term success. This includes working with the Board and superintendent to define focused performance objectives, ensuring alignment on priorities and measures of success, and supporting a structured onboarding process. We also provide a two-year guarantee, committing to repeat the search at no additional professional fee should the selected candidate leave the position within that timeframe.

Client Satisfaction Guarantee

McPherson & Jacobson is committed to working with the school district until a superintendent is identified and hired. If a second round of candidate selection is necessary, the only cost to the district would be actual expenses incurred; there is no additional fee paid to McPherson & Jacobson.

If the board chooses to use our complete service, we will guarantee our process for two (2) years. If the candidate is terminated for cause, for whatever reason, within the guarantee period, we will repeat the process at no charge except actual expenses incurred.

We are convinced that our process of identifying your most important selection criteria, meaningfully involving stakeholders, screening candidates against the criteria, and working with you during the critical first year, will ensure your search results in quality leadership for education excellence.

If the District chooses not to hold the meeting to Establish Performance Objectives for the new superintendent, the guarantee is null and void.

2. Expenses. In addition to the fee referenced in Section 3 below, District shall also reimburse Consultant for all expenses incurred by the Consultant, including, without limitation:

- All expenses for advertising the vacancy.
- Office expenses for the search.
- Travel and expenses of all applicants and consultant representatives for all trips to the District.
- Preparation of video interviews of semi-finalists/finalists.
- Criminal/financial/educational degree background checks on finalist candidates chosen for interviews.

All materials developed in this search shall remain the property of the District.

3. Specific services contracted by the District:

X Phase I

X Phase II

X Phase III

X Phase IV

X Phase V

Total Fee for the Contracted Services \$9,800

THE NOT TO EXCEED AMOUNT IS \$12,910

4. Payment. Payment of the fees and expenses shall be as follows:

- (a)** One-half (1/2) of the contracted fee referenced in Section 3 above shall be due and owing upon the execution of this Agreement;
- (b)** One-half (1/2) of the fee referenced in Section 3 above shall be due and owing, plus all remaining expenses shall be due and owing, upon the completion of the services by Consultant, in no event later than sixty (60) days after receipt of invoice. All amounts not timely paid shall bear interest at a rate of ten percent (10%) per annum. Consultant reserves the right to suspend the performance of services during any period of delinquency.

5. Additional Terms and Conditions. By signing below, the parties also agree to the following additional terms and conditions:

The Consultant reserves the right to use third-party services to conduct reference/background/criminal/degree verification checks on candidates. Consultant makes no guarantee as to the accuracy or completeness of any checks that are conducted, whether directly by Consultant or through a third-party service.

Neither party shall have the authority to enter into agreements of any kind on behalf of the other party, and neither party shall have the power or authority to bind or obligate the other party in any manner whatsoever. This Agreement is intended solely for the benefit of the parties, and it is not intended to confer third-party beneficiary rights upon any other person.

The provisions of this Agreement shall be interpreted and construed in accordance with their fair meanings and shall not be strictly construed for or against either party, regardless of which party may have drafted this Agreement or any specific provision herein.

Each party represents that it has full power and authority to enter into and perform this Agreement, and the person executing this Agreement has been properly authorized and empowered to take such action. Each party further acknowledges that it has read this Agreement, understands it and agrees to be bound by its terms.

Regardless of the basis on which District may be entitled to claim damages from Consultant (including breach of contract, negligence, misrepresentation, or any other contract or tort claim), Consultant's liability, if any, will in the aggregate for all claims, causes of action or damages, be limited to any actual direct damages incurred by the District, subject in all events to a maximum of the total fees (but not expenses) paid by the District to Consultant hereunder. Under no circumstances shall Consultant be liable for special, punitive, incidental or indirect damages or for any consequential damages (including lost profits, loss of business, revenue or goodwill, or loss of anticipated savings), even if informed of the possibility.

CONSULTANT MAKES NO EXPRESS OR IMPLIED REPRESENTATION OR WARRANTY REGARDING ANY OF THE CANDIDATES SUBMITTED TO THE DISTRICT FOR CONSIDERATION HEREUNDER, INCLUDING, WITHOUT LIMITATION, ANY REPRESENTATION OR WARRANTY RELATING TO QUALITY, LIKELIHOOD OF SUCCESS, FITNESS, PERFORMANCE OR FITNESS FOR ANY PARTICULAR PURPOSE.

No failure or delay in the exercise of any right, power, or privilege shall operate as a waiver of such right, power, or privilege. No waiver of any default on one occasion shall constitute a waiver of any subsequent or other default. No single or partial exercise of a right, power, or privilege shall preclude the further or full exercise thereof.

The provisions of this Agreement shall be deemed severable and the invalidity or unenforceability of any of its provisions shall not affect the validity and enforceability of any other provisions and the rest of this Agreement shall continue in effect to the fullest extent possible.

This Agreement shall be governed by and shall be construed, interpreted, and enforced in accordance with the substantive laws of the State of Nebraska, without reference to principles of conflicts of law. All disputes arising out of or relating to this Agreement, or the breach or default of this Agreement, shall be determined solely by a state or federal court located in or whose jurisdiction includes Omaha, Douglas County, Nebraska. EACH PARTY HEREBY WAIVES ITS RIGHT TO A JURY TRIAL FOR ALL CLAIMS, INCLUDING COUNTERCLAIMS AND TORT CLAIMS, WHICH IN ANY WAY RELATE TO THE SUBJECT MATTER OF THIS AGREEMENT.

This Agreement is binding on the parties hereto and shall inure to the benefit of the parties and their respective successors, assigns, except District may not assign or transfer its rights or obligations hereunder without the express prior written consent of the Consultant.

This Agreement contains the entire agreement among the parties hereto with respect to its subject matter and supersedes all prior agreements, understandings, inducements or conditions, express or implied, oral or written, and any course of dealing or usage of the trade inconsistent with its terms. This Agreement may not be modified or amended except by a written amendment signed by both parties. No terms that are additional to or different from the terms of this agreement (including, without limitation, the terms of an invoice, acceptance, or acknowledgment of the District) shall be binding on either party hereto.

In witness whereof, the parties have signed and entered into this Agreement as of the date set forth below.

School District 145-Waverly ("District")

Date _____
By: _____
Its: Authorized Representative

McPherson & Jacobson, L.L.C. ("Consultant")

Date _____
By: _____
Its: Authorized Representative

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	
Policy Reaffirmed:	08/04/2025	

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.”

Elementary 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
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 \$20.00 may be charged for use of school owned instrument. Chorus Shirts not to exceed \$20.00 \$30.00
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 \$10.00 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. not to exceed \$150.00.

STUDENTS**Appendix to 5033**

Copies	Use of school copiers in accordance with board policy.	Five cents (.05) 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) <u>or</u> 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 \$20.00 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.	Five cents (.05) 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.

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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 \$5.00 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. (What do we want to do with this?)

Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required																										
Athletic Programs																												
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~~ NSAA Sanction Activity Fee	Fee to participate in athletic programs.	~~\$30.00 None; However, the Board of Education may elect to establish an athletic participation fee.~~																										
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.	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: <table><tr><td>Basketball</td><td>No additional</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 & 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><tr><td>Cheerleading and Dance Team Squads</td><td>Shoes, approved uniforms (top & skirt; pants; jacket), poms</td></tr></table>	Basketball	No additional	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	Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; pants; jacket), poms
Basketball	No additional																											
Tennis	Tennis racquet																											
Cross County	No additional																											
Football	Mouthpiece																											
Golf	Golf bag & clubs																											
Soccer	Soccer shin guards																											
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Volleyball	Volleyball knee pads																											
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Baseball	Baseball glove																											
Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; pants; jacket), poms																											

STUDENTS
Appendix to 5033

STUDENT		Appendix to Code	
			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.~~ \$150.00	
Clubs/Organizations			
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, meals and activities	Annual dues not to exceed \$50.00 per club.	
Drama Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Academic Team (Quiz	State & national dues,	Annual dues not to exceed \$50.00 per club.	

STUDENTS**Appendix to 5033**

Bowl)	meals and activities	
International Thespian Society	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Social & Recognition Activities		
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.	Not to exceed \$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~~ \$100.00 , 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

Policy Revised: 07/03/06

Policy Revised: 07/06/09

Policy Revised: 07/02/12

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA

STUDENTS

Policy Revised: 08/05/19

Policy Revised: 08/10/2020

Appendix to 5033

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
Policy Reaffirmed: 08/04/2025

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA

STUDENTS

5011

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

Policy Reaffirmed: 08/04/2025

Posting Material, Advertising, Naming Rights, and Recognition of Donors

In order to preserve the educational environment, the Board of Education intends that its facilities and programs not be used for general commercial advertising purposes.

Posting Materials

School bulletin boards, display cases, and posting areas are for the purpose of conveying information about school activities, parent-teacher groups, and program to students, staff, at the visiting public as deemed appropriate by the respective building administrators. Building administrators may use their discretion in posting or displaying non-school related information which is not political or commercial in nature.

Advertising

School District #145 facilities, staff, or students enrolled in district schools shall not be employed in any manner for advertising or otherwise promoting the interest of any commercial, political, or other non-school agency, individual or organization, with the following exceptions:

1. In retaining community interest in, and support of district schools, or to announce, advertise, or promote upcoming events of interest to the community, as approved by the Board of Education or its designee, provided that such cooperation does not restrict or impair the educational program of the schools. Any such permitted activity, advertising or promotional locations is hereby designated as a non-public forums which is being opened for a limited purpose. The balance of the district's facilities, grounds, programs and activities shall remain and hereby designed and declared as non-public forums.
2. The sale of "ads" for the funding of the year-book, journalism publications, and annual band calendar and athletic and activity programs as approved by the administration.
3. When using educational media materials bearing mention of the producing firm provided such materials can be justified on the basis of their educational values.
4. On the district's marques under contractual agreement approved by the Board of Education.
5. At the discretion of the superintendent, the district may enter into contractual agreements for advertising with businesses that provided, or financed scoreboards or similar items.

Naming Rights

Naming rights for designated areas of specific capital improvement projects (tennis courts, track, playground, swimming pool, auditorium, concession stand, etc.) may be allowed to donors based on predetermined criteria established by the Board of Education for that project.

Recognition of Donors

Other recognition of donors for capital improvement projects shall include, but is not limited to, plaques listing donors, and banners with business names and logos to be placed on or near the area for which the donation was given. Banners will conform to Board approved criteria.

Upon request, a professional employees organization, as defined by state law, shall be granted reasonable access to the physical or electronic mailboxes of certificated employees for purposes consistent with state law and Board Policy. The Superintendent or designee may establish reasonable, content-neutral procedures governing the time, place, and manner of such access to ensure that school business is not disrupted and that the District maintains employee privacy. A professional employees' organization shall also be permitted to provide information to certificated employees, including at employee meetings or orientation sessions, subject to reasonable administrative scheduling and oversight.

Policy Adopted: 04/10/78
Policy Revised: 03/07/88
Policy Revised: 01/02/06
Policy Revised: 10/08/08
Policy Revised: 03/05/18
Policy Revised: 11/05/18

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA

Business Operations

3060

Purchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to \$5,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from \$5,000 up to \$90,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$90,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. The purchasing limits or requirements set forth in this policy may be waived in the event of an emergency or time-sensitive purchase where delay would materially disrupt District operations, threaten health or safety, result in the loss of services, or cause financial harm. In such circumstances, the Superintendent shall obtain prior approval from the Board President when reasonably practicable, and the Board of Education may ratify such purchase at a subsequent meeting.~~These purchasing limits or requirements will not apply in the event of a time-sensitive purchase, or a purchase where these requirements would not reasonably or practically apply, as long as the Superintendent obtains prior approval from the Board President, and the Board of Education subsequently ratifies said purchase at a subsequent Board meeting.~~
5. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or Superintendent shall be personally liable for payment for the supplies or equipment purchased.
6. School employees or students purchasing supplies and equipment out of an activity account

must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.

7. The District need not comply with the bidding requirements if the District purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.
8. Notwithstanding anything to the contrary, no employee may enter into any agreement or understanding on behalf of the District that may financially benefit the employee, member of the employee's immediate family, or a business with which the employee is associated, unless the Board of Education approves such contract or arrangement in advance.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.
2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use. For purposes of this policy, "goods" shall mean tangible supplies, materials, or equipment, and "services" shall mean professional services, contractual services, subscriptions, software or technology services, maintenance agreements, or other ongoing or time-based services. Purchases of goods shall follow the thresholds and procedures set forth above. Purchases of services may be subject to additional flexibility as set forth below, particularly when continuity of service is required.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Service Contract Renewals

When the Board of Education has previously approved a service, program, or contractual relationship, the Superintendent or designee is authorized to approve the renewal, extension, or continuation of such service without prior Board approval when:

- i. The renewal is consistent with the scope, purpose, and general cost structure previously approved by the Board;
- ii. The renewal is necessary to avoid an interruption of services or to meet a contractual or service deadline that occurs prior to the next scheduled Board meeting; and
- iii. The total cost of the renewal does not materially exceed the previously approved amount or includes only standard or customary increases.

The Superintendent or designee shall report any renewal to the Board of Education at the next regular meeting for review and ratification.

If a proposed renewal includes a material change in scope, pricing, or contractual terms, the renewal shall be submitted to the Board of Education for approval prior to execution whenever reasonably practicable.

Legal Reference: Neb. Rev. Stat. Sec. 13-610
 Neb. Rev. Stat. Sec. 49-1401, et seq

Date of Adoption: [Insert Date]

Business Operations 3560Records Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Records, Messages, and Data. District records may be created, stored, and maintained in paper or electronic format. Electronic records may include, but are not limited to, (a) email and other electronic communications; (b) digital documents and databases; (c) audio and video recordings; and (d) cloud-based and third-party hosted data. Electronic communications, documentation, and data are District records when they relate to District business and will be retained in accordance with the applicable record retention schedules. Due to system storage limitations, certain categories of electronic data (such as surveillance video or system logs) may be retained for shorter periods than other records, unless required to be preserved by law or otherwise determined by the Superintendent or designee. The District will implement reasonable measures to ensure that electronic records remain accessible, retrievable, and secure for the duration of their required retention period. Employees are responsible for retaining records within their control when they are aware, or reasonably should be aware, that such records may be subject to a records request, audit, investigation, or possible litigation. The District's server(s) have storage limitations. Certain types of files (like emails) may be retained for longer than other types of files (like video recordings) due to these storage limitations. In situations where the District is promptly made aware of the need to save a certain file, the District may take steps to download or save such file before the file is eliminated.
4. Electronic Records. All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school Board may be kept as an electronic record.
- 5.4. Litigation Holds. When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue. Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold

to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

6.5. Settlement Agreements. A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval, if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

Legal Reference: Neb. Rev. Stat. Sections 84-712 through 84-712.09
Neb. Rev. Stat. Sections 84-1201 to 84-1227

State Records Administrator Guidelines:

Schedule 10: Records of Local School Districts

Schedule 24: Local Agencies General Records

Date of Adoption: [Insert Date]

Students

5000

Student AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The District will maintain an accurate record of student attendance.

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
 - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:
 - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness (including physical or mental illness), court, death of a family member, or suspension.
 - (2) Other absences as determined by the principal or the principal's designee.
 - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
 - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes vacations or other events that do not meet the criteria for a School Excused absence.
 - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.
2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a

child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in [Name] Public Schools or resides in the [Name] Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

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

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child or may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but

less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any District staff member or board member who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent or Superintendent's designee to be the attendance officer. The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend school
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences of at least twenty days which are Not School Excused, one or more meetings will be held between the school, the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

- (a) The physical, mental, or behavioral health of the child.
- (b) Educational counseling;
- (c) Referral to community agencies for economic services;
- (d) Family or individual counseling; and
- (e) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) **unexcused** absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. ~~Illness (including physical or mental illness) that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.~~ Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

Legal Reference: Neb. Rev. Stat. Sections 79-201 and 79-209

Date of Adoption: 02/01/2021
Policy Revised: 12/05/2022
Policy Revised: 10/02/2023
Policy Revised: 07/01/2024

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA

Students

5001

Admission RequirementsMinimum Age:

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board.

Early Admission to Kindergarten:

The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child's: (1) mental ability, (2) emotional/social development, (3) pre academic skills, and (4) fine motor skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

- a. will turn 5 years of age between August 1 and October 15;
- b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
- c. are selected on the basis of testing by professionals trained and certified to administer the assessments that will produce evidence of strength in:
 1. mental ability defined as scoring 84th percentile or above on a standardized assessment of cognitive ability such as the Wechsler Pre Primary Scale of Intelligence III, or the Stanford-Binet V;
 2. a test of emotional/social development such as the Behavior Assessment System for Children, Second Edition (BASC-2);
 3. 75th percentile or greater on a test of pre academic skills such as the Woodcock Johnson III; and
 4. a test of fine motor ability, scoring 75th percentile or above on a standardized measurement such as the Beery VMI.

In the discretion of the Superintendent or designee, the assessments may be administered by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required assessments completed by reputable professionals and to submit the results of such assessments to the School District.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determine appropriate. The academic, social, and emotional readiness, as well as the student's physical development and well-being, must be weighed with institutional factors also considered. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student's readiness and a thoughtful balancing of the myriad of factors implicated by the decision. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion; not to exceed three weeks after the assessments are completed.

Families who seek early admission of their child into kindergarten must obtain an *Early Entrance to Kindergarten Packet* from the School District Administrative.

Parents must fill out the early entrance application forms, which include a parent questionnaire and obtain and attach a reference letter from someone who is well acquainted with the child but not a relative of the child. The person providing this reference should know the child well enough that they can speak with some expertise about the child's attributes and abilities. The reference letter should indicate whether this person recommends the child be schooled with children who will be a year older than the child and, if so, the evidence this person has concerning the child's mental ability, fine and gross motor ability, visual and auditory discrimination, emotional/social development, and communication skills. Suggestions for this reference letter are a preschool teacher, a Sunday school teacher, a day-care provider, or a physician.

The assessment request, reference letter and parent questionnaire must be completed and returned to the District no later than May 25th of the spring before fall enrollment to allow summer assessment to be completed.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

Foster Home Placement

A student who has been placed in a foster home within the school district will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interest of the student not to attend the district in which the student resided at the time the student became a foster child.

Admission to First Grade:

A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the

child is six years of age or will be six years of age on or before October 15 of the current school year and school officials determine that first grade is the appropriate placement for the child.

Graduates:

A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment.

Age 21:

A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

Birth Certificate, Physical, Visual Evaluation and Immunization:

The parents or legal guardian shall furnish:

- (1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, shall be provided within 30 days of enrollment. Other reliable proof of the child's identify and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
- (2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
- (3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
- (4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), Haemophilus Influenzae type b (Hib), invasive pneumococcal disease and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes than an exception to the immunization requirements are met.

- (5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

Military Families

If a parent presents evidence to the District of military orders that military family will be stationed in the State of Nebraska during the current or following school year, the District will enroll preliminarily the parent's students.

Restrictions on Transfer or Disenrollment During Certain Investigations

Notwithstanding any other provision of this policy, upon receipt of notice from the Department of Health and Human Services that a student is the subject of a report of child abuse or neglect involving the student's parent or guardian, the District shall not process or facilitate any request by such parent or guardian to transfer or disenroll the student for a period of 14 days following the

District's receipt of the notice, or until the District receives further direction from DHHS whichever occurs first. If the District receives a request to transfer or disenroll the student during this period by the parent or guardian, the District will promptly notify DHHS.

Legal Reference: Neb. Rev. Stat. §§ 43-2001 to 43-2012
 Neb. Rev. Stat. § 79-214
 Neb. Rev. Stat. §§ 79-217 to 79-223
 Neb. Rev. Stat. § 79-266.01
 173 NAC Chapters 3 and 4 (HHS Regulations)
 LB 937 (2026)

Policy Adopted: 08/05/19
Policy Revised: 08/03/2020
Policy Reviewed: 09/11/2023

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA

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, **or admitted to the District pursuant to state law**, 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 1st or December 1st 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. Subject to Paragraph D.9. of this Policy, students may not typically enroll in more than 2 middle school or high school courses during any one semester. ~~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 ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will not ordinarily not be available for non-public school students.
3. Integrated Courses. 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. Educationally Appropriate Programs and Courses. 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.
5. Selection of Courses. Subject to Paragraphs 1 through 4 of this

Paragraph C, and all other applicable provisions of this Policy. Non-public school students may select their courses.

D. Non-Public School Student Policies

1. General Standard. 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. Building assignment. 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. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. 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. Student Conduct Policies. 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. Attendance. 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. Transportation. Students enrolled on a part-time basis are not

entitled to transportation or transportation reimbursement, unless otherwise required by law. Full-time students will be given first consideration for parking on the high school campus.

8. Academic Honors. 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 an requirement of the district's policies for such, including attainment of minimum credits and semesters of attendance.
9. Extracurricular Activities. Students enrolled on a part-time basis may be permitted at the discretion of the principal and activities director to participate in extracurricular activities. 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 eligibility requirements.

Part-time students participating in extracurricular activities shall meet the following enrollment requirements, consistent with state law:

- (a) For activities regulated by an athletics or activities association, (including the Nebraska School Activities Association), the student shall be enrolled in five credit hours offered by the District during each semester of participation. The student may elect to enroll in more than five credit hours.
- (b) For activities governed by a national or state organization other than the NSAA, the student shall be enrolled in the minimum number of credit hours required by such organization. The student may elect to enroll in more than five credit hours.
- (c) For activities not governed by the NSAA or a national or state organization, the student must enroll in at least five credit hours or the equivalent for middle school students.

Policy Adopted: 07/03/17

SCHOOL DISTRICT 145

Policy Reviewed: 12/05/2022

WAVERLY, NEBRASKA

Policy Revised: 08/07/2023

**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*

StudentsOption EnrollmentA. Process and Time Lines to Option In

For a student to attend School District 145-Waverly Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the School District 145 Waverly Schools between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district or, if the student attends a different district as an option student, the option district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

Provisions for Waiver of Application Deadline (Choose one or modify as desired):**Option 1 (Waiver unless at capacity):**

The application deadline will be waived by the School District for applications to option into the School District 145-Waverly, provided that the application contains a release approval from the resident district or, if the student is an option student attending a different district, the option district attended by the student and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

Option 2 (Limited Deadline Waiver):

~~The application deadline will not be waived by the School District for applications to option into the [Name] Public School District, except in the following circumstances:~~

- ~~1. **Siblings:** The application deadline will be waived where the application is for a student who is the sibling of a student attending [Name] Public Schools as of the time the application is filed. A "sibling" for this purpose means a child who resides in the same household on a permanent basis with a student who is currently attending the School District and who has the same natural or adoptive parent or who is a stepbrother or stepsister.~~
- ~~2. **Kindergarten:** The application deadline will be waived where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.~~
- ~~3. **Release Approval:** For the foregoing exceptions, the application must contain a release approval from the resident district or, if the student attends a different district as an option student, the student's current option district.~~

- ~~4. Other Conditions: The waiver of the deadline in the above circumstances does not require acceptance of the application, as such applications may be rejected for reasons other than late filing.~~
- ~~5. Capacity: For the foregoing exceptions, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason. For any option application for a student that would receive or could be eligible to receive special education or related services, the Director of Special Education or designee shall conduct a case-by-case analysis to determine if the District has the capacity to provide the student with the appropriate services and accommodations.~~

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected if the capacity of a program, class, grade level, or school building operated by the School District would be exceeded by accepting the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

2. Timeliness: An option enrollment application shall be rejected if the application is not filed on or before the April 1st immediately preceding the school year in which enrollment is sought, and the filing deadline has not been waived.
3. Previous Option Enrollment: An option enrollment application shall be rejected if the student has exhausted the number of allowable option enrollments under state law.
4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent's designee, or the School District determines: The application is not completely and accurately submitted, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of

applications (including “previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings” and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Priority of Acceptance

Priority shall be: accorded in the following order:

(1) those applications required to be given priority by law,
(2) those with a sibling in attendance at [Name] Public Schools, with priority within this group being given to those who had earliest filed applications, and (3) those without an option student sibling in attendance at [Name] Public Schools, with priority within this group to those who had earliest filed applications.

(2) Children of employees, or of newly hired certified employees of the district but are not subject to capacity limits*.

(3). Applicants who were residing in District 145 when their residence was annexed into another district. These students must complete option enrollment applications, but are not subject to capacity limits*.

(4). Applicants who have moved out of the district, but who were attending District 145 at the time of the move. Students may conclude the current school year as residents. These students must complete option enrollment applications, but are not subject to capacity limits*.

(5.) Applicants who plan to move into District 145, and who provide evidence in the form of a rental agreement, purchase agreement, or building contract. Applicants must occupy a residence in the district within one year of the initial application, or lose priority status.

(6.) Earliest filing date. Filing dates are determined by the Superintendent or the Superintendent's designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

Filing date determinations are made by the Superintendent, or the Superintendent's designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

D. Determination of Capacity

The School District will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix “1” to this Policy. The determination and declaration made

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for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee.

E. Releases for Options Out

Provisions for Release (Choose one or modify as desired):

Option 1 (Release unless Expulsion is Pending):

A request for release of a resident student or option student currently attending School District 145-Waverly who submits an option application after March 15 will be granted, unless the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

Option 2 (Release Conditions):

A request for release of a resident student of or option student currently attending School District 145-Waverly who submits an enrollment option application after March 15 or any other statutory deadline will be granted only on the following conditions:

1. Kindergarten: A release will be granted where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
2. Siblings: A release will be granted where the application would allow the student to attend the same school as a sibling. A “sibling” for this purpose means a child who resides in the same household on a permanent basis with a student who is currently enrolled in the option district and who has the same natural or adoptive parent or who is a stepbrother or stepsister.
3. Educational Programming: A release will be granted where the needs of the student require the District to obtain additional staffing or equipment and it is in the best interests of the District and the student to enroll in the option district. The determination of whether this condition is met shall be made by the Superintendent or the Superintendent’s designee.
4. No Pending Expulsion: The deadline shall not be waived if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent’s designee is hereby authorized to execute such releases on behalf of the School District and the School District.

F. Notification of Acceptance or Rejection

In the case of an application to option enroll into the School District, the Superintendent or the Superintendent's designee shall notify, in writing, the parent or legal guardian of the student, and the resident school district or, if the student is an option student attending a different district, that option district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the School District 145 - Waverly, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

G. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined solely by the administration.

1. An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided only in the following circumstances: ~~The parent or legal guardian of the option student shall be responsible for required transportation. An option student may be transported, free of charge, provided the student meets the assigned bus at a pick-up location at a regular pick-up stop within the assigned route, and the bus is not at capacity as determined by the administration. The School District 145-Waverly may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.~~
2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.
3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

H. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the School District 145-Waverly and the school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. Sections 79-232 to 79-246

Date of Adoption:

Policy Revised: 8/6/2018

Policy Revised: 9/06/2021

Policy Reviewed: 12/05/2022

Policy Revised: 08/07/2023

Policy Revised: 08/05/2024

RESOLUTION. **5008**

WHEREAS, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications by October 15th for the following school year; and,

WHEREAS, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs for the following school year; and,

WHEREAS, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

NOW, THEREFORE, BE IT RESOLVED that the Option Enrollment Policy presented to the School Board as Policy 5006, and Appendix "1" to such Policy 5006, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 5006, and Appendix "1" to such Policy 5006, are repealed effective on the date of the passage of this resolution,

BE IT FURTHER RESOLVED that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5006, and Appendix "1" to such Policy 5006 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

BE IT FURTHER RESOLVED that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, member _____ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____.
The following members voted against the same: _____.
The following members were absent or not voting: _____. The Resolution having been consented to and approved by a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

[NAME] PUBLIC SCHOOLS

Attest: _____ By: _____
Secretary President

Appendix “1” to Option Enrollment Policy

The following is Appendix “1” to Policy 5006 for the current school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which has “0” as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

PROGRAM	PROGRAM CAPACITY	PROJECTED ENROLLMENT	NO. OF OPTION STUDENTS
Kindergarten			
First			
Second			
Third			
Fourth			
Fifth			
Building Capacity, Elementary			
Sixth			
Seventh			
Eighth			
Building Capacity, Middle School Attendance Center			
Ninth			
Tenth			
Eleventh			
Twelfth			
Building Capacity, Sr. High School Attendance Center			

* Special education capacity will be determined on a case-by-case basis in accordance with state law and the available resources as determined by the District’s Director of Special Education or designee.

** Siblings of current option students are exempt from any capacity limits.

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~~ and 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 (i) the student's conduct, misconduct or violation of the rule or standard and (ii) the reasons for the action taken- ; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address

the behavior moving forward, including strategies to maximize the student's continued participation in school.

- 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.~~ The notice will include a description of the (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

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.~~ The notice will include a description of: (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

- 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~~ **a** pre-kindergarten through second grade student ~~may~~ **shall not** be suspended ~~from school~~, unless the student **(1)** brings a deadly weapon ~~on to school grounds, in a school vehicle, or to a school activity.~~ **Instead, or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances,** the Principal or ~~Principal's~~ designee ~~may~~ **shall** implement **appropriate** 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~~ **A student who** brings a deadly weapon ~~on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or~~ **may be** 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, 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. **Mandatory reassignment shall be subject to the same procedural requirements and protections as long-term suspension and expulsion.**

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. **Included in this behavior would be swatting.**
 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. 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 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 or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen

- through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
 - d. Head wear including hats, caps, bandannas, and scarves.
 - e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - f. Clothing or jewelry that is gang related.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. 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
Neb. Rev. Stat. Section 79-2, 160

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Policy Revised: 07/01/2024
Policy Revised: 07/10/2025

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA

Graduation Requirements Waverly High School

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- , except as otherwise required by state law. Student not completing ALL requirements prior to graduation will not participate in the ceremony.

Two-hundred and forty (240) earned credits are required for graduation from Waverly High School.

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-Must include a Personal Finance class worth 5 credit hours.

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.

Notwithstanding any other provision of this policy, a student who is or was under the jurisdiction of a juvenile court and played in out-of-home day care at any time during the student's high school enrollment shall be eligible to graduate from the District if (1) the student, at any point in time, was enrolled in high school in the District, and (2) the student has met the minimum graduation requirements established by state law.

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Grading System Grades 9-12:

A= 93-100	D= 69-76	I= Incomplete
B= 85-92	F= 0-68	P=Achieving to ability, credit awarded
C= 77-84		

Policy Revised: 02/03/2020
Policy Revised: 07/05/2021
Policy Reviewed: 01/02/2023
Policy Revised: 07/01/2024

WAVERLY, NEBRASKA

Internal Board Policies - Methods of Operation

8342

Designated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by a method designated by the Board at the Board's organizational meeting each January, or as otherwise determined by the Board. The designated method will be recorded in the Board's meeting minutes.

~~Publishing such notice in a newspaper of general circulation within the District's jurisdiction and, if available, on such newspaper's web site. If a newspaper refuses, neglects, or is unable to timely publish such notice, then notice may be given by (1) posting on the newspaper's website, if available, and (2) posting such notice in conspicuous public places within the District. The Board Secretary shall keep a written record of such postings.~~

In addition, at least four times per calendar year, the Board will publish in a newspaper or general circulation the following information; (1) the regular meeting schedule, (2) the location of regular board meetings, and (3) the method of advanced notice designated by the Board. Notwithstanding the foregoing, the Board reserves the right to change the regular meeting schedule or location if circumstances require such a change.

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. Sections 79-554; 79-555 and 84-1411

Date of Adoption: 12/07/2020

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA

Date of Revision: 07/01/2024

Records Management and Disposition

Records should generally be organized, managed, retained and disposed of in accordance with the law and the Secretary of State's Schedule 10 and 24 for retention and disposition of public records.

The superintendent is designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the superintendent.

Electronic messages are communications using an electronic system to administer school district business internally; between other state and local government agencies; and with parents, students, patrons and others. Messages may be in the form of e-mail, electronic document exchange (faxes), and electronic data interchange (EDI). Depending upon the context, the terms of electronic messages and e-mail are used in this policy to convey the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition are as follows:

- I. End-User Management: End-user is anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of their district-owned computer and accounts.
- II. Categories for Retention: Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.
 - A. Transitory messages: Transitory messages include copies posted to several persons and casual, routine communications, similar to phone conversations. For example, as determined on an individual basis by the end-user, transitory messages may include notes or drafts; unwanted and unneeded junk mail; personal mail unrelated to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.

- B. Less than permanent retention records: These records are governed by the retention period for equivalent hard copy records, as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format, which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the superintendent.
 - C. Permanent/archival retention records: These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the superintendent in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the superintendent, the NSHS, and the State Records Administrator.
- III. Electronic Storage Limitations: The school district's computer systems have storage limitations. End-users are instructed that electronic messages which are required to be maintained should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.
- IV. Proper Use of Electronic Messages:
- A. Non-Discrimination: Electronic messaging is not permitted to be used to promote discrimination on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, promote sexual harassment; or to promote personal, political, or religious business or beliefs.
 - B. Permissible Use: Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration or for use that is authorized pursuant to an individual use agreement or use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.

- C. Conduct: Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.
- D. Other Regulations: Electronic messaging is subject to all requirements of the school district's policies which cover acceptable use of electronic devices including, BUT NOT LIMITED to computers, networks, internet and websites which may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, which include building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued.
- E. Electronic Records: All books, papers, documents, reports and records kept by the District may be retained as electronic records. Minutes of meetings of the school board may be kept as an electronic record.

V. Litigation:

When litigation against the school district or its employees is filed or threatened, the school district will take all reasonable action to preserve all documents and records which pertain to the issue.

When the school district is made aware of pending or threatened litigation, a litigation hold directive will be issued by the superintendent or designee. The directive will be given to all persons suspected of having records which may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule which may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees which have been placed on a litigation hold will be maintained by the superintendent until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages which would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic

or other record which falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

VI. Settlement Agreements:

A public written or electronic record of all settled claims shall be maintained. The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the school district, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the school district or on its behalf. Any such settlement agreement shall be included as an agenda item at the next regularly scheduled public meeting of the school board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. However, specific portions of the record may be withheld from the public to the extent permitted or provided by statute. The preceding does not apply to claims made in connection with insured or self-insured health insurance contracts.

Policy Adopted: 09/08/15
Policy Revised: 08/03/2020

SCHOOL DISTRICT 145
WAVERLY NEBRASKA

August 6, 2026

Mr. Scott Claycomb
School Board President
District #145
14621 Heywood
Waverly, NE 68462

Mr Claycomb,

The Waverly Education Association representing faculty members of District #145 respectfully requests that the Board of Education representing School District #145 recognize the WEA as the sole and exclusive negotiating agent for the 2028 – 2029 school year. The WEA requests this recognition at this time in order to expedite the negotiations process for the 2028 – 2029 school year.

The Board of Education and the WEA currently are under a one year negotiated agreement and the process for the 2027 – 2028 school year must begin by November 1, 2026. The WEA would like to thank you for your time and recognition of the association as the sole and exclusive negotiating agent for the 2028 – 2029 school year.

Tiffany Dalton
WEA President

**2026-2027
STATE OF NEBRASKA
SCHOOL DISTRICT BUDGET FORM**

County-District #: 55-0145-000 Class #: 003

Lancaster County School District 145

TO THE COUNTY BOARD AND COUNTY CLERK OF

Lancaster County

*- Draft -
July 24, 2026*

This budget is for the Period **SEPTEMBER 1, 2026 through AUGUST 31, 2027**

AMOUNT OF PERSONAL AND REAL PROPERTY TAX REQUIRED FOR:	Principal and Interest on Bonds	All Other Purposes	TOTAL
General Fund	\$ -	\$ 23,093,311.00	\$ 23,093,311.00
Bond Fund(s) <i>[If More Than 1 Bond Fund - Total All Together]</i>	\$ 686,005.00		\$ 686,005.00
Special Building Fund	\$ -	\$ 3,918,182.00	\$ 3,918,182.00
Qualified Capital Purpose Undertaking Fund	\$ -	\$ 858,586.00	\$ 858,586.00
Total All Funds	\$ 686,005.00	\$ 27,870,079.00	\$ 28,556,084.00

Outstanding Bonded Indebtedness as of September 1, 2026 <i>(Include Bond Fund(s) and Qualified Capital Purpose Undertaking Fund)</i> <table style="width:100%;"> <tr> <td style="width:15%; text-align: right;">\$ 14,980,303.75</td> <td>Principal</td> </tr> <tr> <td style="text-align: right;">\$ 1,334,778.75</td> <td>Interest</td> </tr> <tr> <td style="text-align: right;">\$ 16,315,082.50</td> <td>Total Outstanding Bonded Indebtedness</td> </tr> </table>	\$ 14,980,303.75	Principal	\$ 1,334,778.75	Interest	\$ 16,315,082.50	Total Outstanding Bonded Indebtedness	Total Certified Valuation (All Counties) \$ 2,897,877,286 <i>(Certification of Valuation(s) from County Assessor MUST be attached)</i> Report of Joint Public Agency & Interlocal Agreements Was this Subdivision involved in any Interlocal Agreements or Joint Public Agencies for the reporting period of July 1, 2025 through June 30, 2026? ☐ YES ☐ NO <i>If YES, Please submit Interlocal Agreement Report by September 30th.</i> Report of Trade Names, Corporate Names & Business Names Did the subdivision operate under a separate Trade Name, Corporate Name, or other Business Name during the period of July 1, 2025 through June 30, 2026? ☐ YES ☐ 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 2025-2026 school fiscal year? ☐ YES ☐ NO
\$ 14,980,303.75	Principal						
\$ 1,334,778.75	Interest						
\$ 16,315,082.50	Total Outstanding Bonded Indebtedness						

County Clerk's Use Only	

APA Contact Information Auditor of Public Accounts PO Box 98917 Lincoln, NE 68509 Telephone: (402) 471-2111 FAX: (402) 471-3301 Website: auditors.nebraska.gov Questions - E-Mail: Jeff.Schreier@nebraska.gov	Submission Information Budget Due by 9-30-2026 Submit budget to: - Auditor of Public Accounts -Electronically on Website or Mail - County Board (SEC. 13-508), C/O County Clerk - Nebraska Dept. of Education -Upload to NDE Portal only

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District # 55-0145-000
Lancaster County School District 145

2026-2027 BUDGET ADOPTED

	TOTAL BEGINNING BALANCE (Column 1)	TOTAL AVAILABLE RESOURCES BEFORE PROPERTY TAXES (Including Beginning Balances) (Column 2)	PERSONAL AND REAL PROPERTY TAXES (Column 3)	TOTAL RESOURCES AVAILABLE (Col 2 + Col 3) (Column 4)	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS - SPECIAL EDUCATION (Column 5)	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS - NON-SPECIAL EDUCATION (Column 6)	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS (Col 5 + Col 6) (Column 7)	NECESSARY CASH RESERVE (Column 8)	TOTAL REQUIREMENTS (Col 7 + Col 8) (Column 9)
General	10,399,997.00	19,937,622.00	22,862,378.00	42,800,000.00	5,000,000.00	28,800,000.00	33,800,000.00	9,000,000.00	42,800,000.00
Depreciation	1,287,344.00	2,037,344.00		2,037,344.00			2,037,344.00		2,037,344.00
Employee Benefit	-	-		-			-		-
Contingency	-	-		-			-		-
Activities	389,361.00	1,979,361.00		1,979,361.00			1,979,361.00		1,979,361.00
School Nutrition	265,578.00	1,991,278.00		1,991,278.00			1,991,278.00		1,991,278.00
Bond	1,820,855.00	1,820,855.00	679,145.00	2,500,000.00			2,500,000.00		2,500,000.00
Special Building	1,710,324.00	1,717,024.00	3,879,000.00	5,596,024.00			5,596,024.00		5,596,024.00
Qualified Capital Purpose Undertaking	1,713,250.00	1,713,250.00	850,000.00	2,563,250.00			2,005,000.00	558,250.00	2,563,250.00
Cooperative	-	-		-			-		-
Student Fee	-	-		-			-		-
				-					-
TOTAL ALL FUNDS	17,586,709.00	31,196,734.00	28,270,523.00	59,467,257.00	5,000,000.00	28,800,000.00	49,909,007.00	9,558,250.00	59,467,257.00

PERSONAL AND REAL PROPERTY TAX RECAP	General Fund	Bond Fund(s) [Total Of All Bond Funds]	Special Building Fund	Qualified Capital Purpose Undertaking Fund
PERSONAL AND REAL PROPERTY TAXES FROM COLUMN 3 (Line A)	22,862,378.00	679,145.00	3,879,000.00	850,000.00
COUNTY TREASURER'S COMMISSION 1% OF TAXES COLLECTED (Line B)	230,933.00	6,860.00	39,182.00	8,586.00
TOTAL PERSONAL AND REAL PROPERTY TAXES (Line A + Line B) (Line C)	23,093,311.00	686,005.00	3,918,182.00	858,586.00

CERTIFIED STATE AID	MOTOR VEHICLE TAXES
\$ 3,535,625.00	\$ 1,500,000.00

COUNTY TREASURER'S BALANCE, 9-1-2026
2,199,997.00
710,324.00

2025-2026 ACTUAL/ESTIMATED								
	TOTAL BEGINNING BALANCE (Column 1)	TOTAL AVAILABLE RESOURCES BEFORE PROPERTY TAXES (Including Beginning Balances) (Column 2)	PERSONAL AND REAL PROPERTY TAXES (Column 3)	TOTAL RESOURCES AVAILABLE (Col 2 + Col 3) (Column 4)	TOTAL DISBURSEMENTS & TRANSFERS - SPECIAL EDUCATION (Column 5)	TOTAL DISBURSEMENTS & TRANSFERS - NON-SPECIAL EDUCATION (Column 6)	TOTAL DISBURSEMENTS & TRANSFERS (Col 5 + Col 6) (Column 7)	TOTAL ENDING BALANCE (Col 4 - Col 7) (Column 8)
General	17,413,564.00	33,999,997.00	8,200,000.00	42,199,997.00	4,600,000.00	27,200,000.00	31,800,000.00	10,399,997.00
Depreciation	1,462,344.00	2,212,344.00		2,212,344.00			925,000.00	1,287,344.00
Employee Benefit	-	-		-			-	-
Contingency	-	-		-			-	-
Activities	748,134.00	1,889,361.00		1,889,361.00			1,500,000.00	389,361.00
School Nutrition	202,258.00	1,540,358.00		1,540,358.00			1,274,780.00	265,578.00
Bond	3,874,940.00	3,874,940.00		3,874,940.00			2,054,085.00	1,820,855.00
Special Building	783,824.00	1,110,324.00	2,000,000.00	3,110,324.00			1,400,000.00	1,710,324.00
Qualified Capital Purpose Undertaking	3,043,512.00	3,393,512.00	743,332.00	4,136,844.00			2,423,594.00	1,713,250.00
Cooperative	-	-		-			-	-
Student Fee	-	-		-			-	-
				-				-
TOTAL ALL FUNDS	27,528,576.00	48,020,836.00	10,943,332.00	58,964,168.00	4,600,000.00	27,200,000.00	41,377,459.00	17,586,709.00

NOTE: Total Disbursements and Transfers (Column 7) is the sum of Column 5 and Column 6 for the General Fund only. For all other funds, numbers will pull automatically from the Worksheets.

MOTOR VEHICLE TAXES	
\$	1,500,000.00

2024-2025 ACTUAL								
	TOTAL BEGINNING BALANCE (Column 1)	TOTAL AVAILABLE RESOURCES BEFORE PROPERTY TAXES (Including Beginning Balances) (Column 2)	PERSONAL AND REAL PROPERTY TAXES (Column 3)	TOTAL RESOURCES AVAILABLE (Col 2 + Col 3) (Column 4)	TOTAL DISBURSEMENTS & TRANSFERS - SPECIAL EDUCATION (Column 5)	TOTAL DISBURSEMENTS & TRANSFERS - NON-SPECIAL EDUCATION (Column 6)	TOTAL DISBURSEMENTS & TRANSFERS (Col 5 + Col 6) (Column 7)	TOTAL ENDING BALANCE (Col 4 - Col 7) (Column 8)
General	14,346,376.00	33,563,010.00	13,803,003.00	47,366,013.00	4,540,899.00	25,411,550.00	29,952,449.00	17,413,564.00
Depreciation	720,736.00	1,740,049.00		1,740,049.00			277,705.00	1,462,344.00
Employee Benefit	-	-		-			-	-
Contingency	-	-		-			-	-
Activities	840,113.00	2,293,026.00		2,293,026.00			1,544,892.00	748,134.00
School Lunch	650,832.00	1,952,684.00		1,952,684.00			1,750,426.00	202,258.00
Bond	3,522,788.00	3,848,479.00	2,073,613.00	5,922,092.00			2,047,152.00	3,874,940.00
Special Building	464,546.00	861,770.00	722,145.00	1,583,915.00			800,091.00	783,824.00
Qualified Capital Purpose Undertaking	412,607.00	7,226,355.00	483,320.00	7,709,675.00			4,666,163.00	3,043,512.00
Cooperative	-	-		-			-	-
Student Fee	-	-		-			-	-
				-				-
TOTAL ALL FUNDS	\$ 20,957,998.00	51,485,373.00	17,082,081.00	68,567,454.00	4,540,899.00	25,411,550.00	41,038,878.00	27,528,576.00

NOTE: Total Disbursements and Transfers (Column 7) is the sum of Column 5 and Column 6 for the General Fund only. For all other funds, numbers will pull automatically from the Worksheets.

MOTOR VEHICLE TAXES	
\$	1,698,106.00

Fund: 01 GENERAL FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
Account Type: Expenditure			
01 1100 111 0 000 1111	UNRS LEAVE-HORZTL MOVEMENT	2026-2027 All Personnel	22,825.00
01 1100 111 1 003 1100	SALARIES - TEACHERS	2026-2027 All Personnel	138,385.00
01 1100 111 1 003 1101	SALARIES - TEACHERS	2026-2027 All Personnel	155,140.00
01 1100 111 1 003 1102	SALARIES - TEACHERS	2026-2027 All Personnel	130,989.00
01 1100 111 1 003 1103	SALARIES - TEACHERS	2026-2027 All Personnel	185,915.00
01 1100 111 1 003 1104	SALARIES - TEACHERS	2026-2027 All Personnel	117,329.00
01 1100 111 1 003 1105	SALARIES - TEACHERS	2026-2027 All Personnel	125,824.00
01 1100 111 1 003 1168	SALARIES - TEACHERS	2026-2027 All Personnel	67,136.00
01 1100 111 1 003 1190	SALARIES - TEACHERS	2026-2027 All Personnel	24,746.00
01 1100 111 1 003 1193	SALARIES - TEACHERS	2026-2027 All Personnel	49,872.00
01 1100 111 1 003 1194	SALARIES - TEACHERS	2026-2027 All Personnel	14,007.00
01 1100 111 1 004 1100	SALARIES - TEACHERS	2026-2027 All Personnel	337,284.00
01 1100 111 1 004 1101	SALARIES - TEACHERS	2026-2027 All Personnel	258,743.00
01 1100 111 1 004 1102	SALARIES - TEACHERS	2026-2027 All Personnel	358,198.00
01 1100 111 1 004 1168	SALARIES - TEACHERS	2026-2027 All Personnel	35,720.00
01 1100 111 1 004 1169	SALARIES - TEACHERS/PROF STAFF	2026-2027 All Personnel	37,441.00
01 1100 111 1 004 1190	SALARIES - TEACHERS	2026-2027 All Personnel	37,221.00
01 1100 111 1 004 1193	SALARIES - TEACHERS	2026-2027 All Personnel	26,602.00
01 1100 111 1 006 1103	SALARIES - TEACHERS	2026-2027 All Personnel	350,259.00
01 1100 111 1 006 1104	SALARIES - TEACHERS	2026-2027 All Personnel	359,275.00
01 1100 111 1 006 1105	SALARIES - TEACHERS	2026-2027 All Personnel	295,074.00
01 1100 111 1 006 1168	SALARIES - TEACHERS	2026-2027 All Personnel	6,887.00
01 1100 111 1 006 1169	SALARIES - TEACHERS/PROF STAFF	2026-2027 All Personnel	37,441.00
01 1100 111 1 006 1190	SALARIES - TEACHERS	2026-2027 All Personnel	37,221.00
01 1100 111 1 006 1193	SALARIES - TEACHERS	2026-2027 All Personnel	26,602.00
01 1100 111 1 006 1194	SALARIES - TEACHERS	2026-2027 All Personnel	21,238.00
01 1100 111 2 001 1110	SALARIES - TEACHERS	2026-2027 All Personnel	365,904.00
01 1100 111 2 001 1114	SALARIES - TEACHERS	2026-2027 All Personnel	25,400.00
01 1100 111 2 001 1124	SALARIES - TEACHERS	2026-2027 All Personnel	212,794.00
01 1100 111 2 001 1130	SALARIES - TEACHERS	2026-2027 All Personnel	224,655.00
01 1100 111 2 001 1140	SALARIES - TEACHERS	2026-2027 All Personnel	483,101.00
01 1100 111 2 001 1153	SALARIES - TEACHERS	2026-2027 All Personnel	322,217.00
01 1100 111 2 001 1155	SALARIES - TEACHERS	2026-2027 All Personnel	84,695.00
01 1100 111 2 001 1168	SALARIES - TEACHERS	2026-2027 All Personnel	181,371.00
01 1100 111 2 001 1169	SALARIES - TEACHERS	2026-2027 All Personnel	68,290.00
01 1100 111 2 001 1170	SALARIES - TEACHERS	2026-2027 All Personnel	145,462.00
01 1100 111 2 001 1172	SALARIES - TEACHERS	2026-2027 All Personnel	75,957.00
01 1100 111 2 001 1174	SALARIES - TEACHERS	2026-2027 All Personnel	114,179.00
01 1100 111 2 001 1176	SALARIES - TEACHERS	2026-2027 All Personnel	191,913.00
01 1100 111 2 001 1190	SALARIES - TEACHERS	2026-2027 All Personnel	80,477.00
01 1100 111 2 001 1193	SALARIES - TEACHERS	2026-2027 All Personnel	8,487.00
01 1100 111 2 001 1194	SALARIES - TEACHERS	2026-2027 All Personnel	54,442.00
01 1100 111 2 002 1106	SALARIES - TEACHERS	2026-2027 All Personnel	586,985.00
01 1100 111 2 002 1107	SALARIES - TEACHERS	2026-2027 All Personnel	557,720.00
01 1100 111 2 002 1108	SALARIES - TEACHERS	2026-2027 All Personnel	584,060.00
01 1100 111 2 002 1168	SALARIES - TEACHERS	2026-2027 All Personnel	134,541.00
01 1100 111 2 002 1169	SALARIES - TEACHERS	2026-2027 All Personnel	59,918.00
01 1100 111 2 002 1170	SALARIES - TEACHERS	2026-2027 All Personnel	71,228.00
01 1100 111 2 002 1172	SALARIES - TEACHERS	2026-2027 All Personnel	15,557.00
01 1100 111 2 002 1174	SALARIES - TEACHERS	2026-2027 All Personnel	63,151.00
01 1100 111 2 002 1176	SALARIES - TEACHERS	2026-2027 All Personnel	73,161.00
01 1100 111 2 002 1190	SALARIES - TEACHERS	2026-2027 All Personnel	73,161.00
01 1100 111 2 002 1193	SALARIES - TEACHERS	2026-2027 All Personnel	41,435.00
01 1100 111 2 002 1194	SALARIES - TEACHERS	2026-2027 All Personnel	63,057.00
01 1100 112 2 001 1155	SALARIES - AIDES AND ASSISTANTS	2026-2027 All Personnel	15,626.00

Fund: 01 GENERAL FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
01 1100 121 1 003 1111	SALARIES - TEMP TEACHERS/PROF STAFF	2026-2027 All Personnel	91,247.00
01 1100 121 1 004 1111	SALARIES - TEMP TEACHERS/PROF STAFF	2026-2027 All Personnel	141,363.00
01 1100 121 1 006 1111	SALARIES - TEMP TEACHERS/PROF STAFF	2026-2027 All Personnel	25,762.00
01 1100 121 2 001 1111	SALARIES - TEMP TEACHERS/PROF STAFF	2026-2027 All Personnel	217,028.00
01 1100 121 2 002 1111	SALARIES - TEMP TEACHERS/PROF STAFF	2026-2027 All Personnel	35,224.00
01 1100 211 0 000 1111	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,899.00
01 1100 211 1 003 1100	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	20,618.00
01 1100 211 1 003 1101	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	18,001.00
01 1100 211 1 003 1102	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	25,998.00
01 1100 211 1 003 1103	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	25,961.00
01 1100 211 1 003 1104	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	8,905.00
01 1100 211 1 003 1105	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	18,182.00
01 1100 211 1 003 1168	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	7,693.00
01 1100 211 1 003 1190	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	4,235.00
01 1100 211 1 003 1193	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	11,255.00
01 1100 211 1 003 1194	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	2,739.00
01 1100 211 1 004 1100	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	47,609.00
01 1100 211 1 004 1101	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	42,308.00
01 1100 211 1 004 1102	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	64,200.00
01 1100 211 1 004 1111	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	200.00
01 1100 211 1 004 1168	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,244.00
01 1100 211 1 004 1169	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,791.00
01 1100 211 1 004 1190	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	4,968.00
01 1100 211 1 004 1193	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,355.00
01 1100 211 1 006 1103	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	50,077.00
01 1100 211 1 006 1104	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	50,861.00
01 1100 211 1 006 1105	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	36,535.00
01 1100 211 1 006 1168	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	1,011.00
01 1100 211 1 006 1169	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,791.00
01 1100 211 1 006 1190	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	4,968.00
01 1100 211 1 006 1193	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,355.00

Fund: 01 GENERAL FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
01 1100 211 1 006 1194	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	2,328.00
01 1100 211 2 001 1110	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	31,407.00
01 1100 211 2 001 1111	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	431.00
01 1100 211 2 001 1114	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	4,322.00
01 1100 211 2 001 1124	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	31,490.00
01 1100 211 2 001 1130	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	36,239.00
01 1100 211 2 001 1140	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	57,364.00
01 1100 211 2 001 1153	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	38,569.00
01 1100 211 2 001 1155	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	4,060.00
01 1100 211 2 001 1168	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	23,250.00
01 1100 211 2 001 1169	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	9,424.00
01 1100 211 2 001 1170	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	18,393.00
01 1100 211 2 001 1172	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,873.00
01 1100 211 2 001 1174	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	21,924.00
01 1100 211 2 001 1176	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	25,097.00
01 1100 211 2 001 1190	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	4,261.00
01 1100 211 2 001 1193	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	1,330.00
01 1100 211 2 001 1194	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,971.00
01 1100 211 2 002 1106	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	76,105.00
01 1100 211 2 002 1107	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	77,888.00
01 1100 211 2 002 1108	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	81,275.00
01 1100 211 2 002 1111	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	1,455.00
01 1100 211 2 002 1168	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	16,246.00
01 1100 211 2 002 1169	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	7,039.00
01 1100 211 2 002 1170	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	12,028.00
01 1100 211 2 002 1172	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	1,408.00
01 1100 211 2 002 1174	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	4,113.00
01 1100 211 2 002 1176	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	11,036.00
01 1100 211 2 002 1190	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	11,446.00
01 1100 211 2 002 1193	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,495.00
01 1100 211 2 002 1194	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,398.00

Fund: 01 GENERAL FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
01 1100 221 0 000 1111	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	1,709.00
01 1100 221 1 003 1100	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	10,025.00
01 1100 221 1 003 1101	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	11,505.00
01 1100 221 1 003 1102	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	9,422.00
01 1100 221 1 003 1103	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	14,066.00
01 1100 221 1 003 1104	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	8,879.00
01 1100 221 1 003 1105	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	9,011.00
01 1100 221 1 003 1111	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,980.00
01 1100 221 1 003 1168	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	4,812.00
01 1100 221 1 003 1190	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	1,775.00
01 1100 221 1 003 1193	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	3,156.00
01 1100 221 1 003 1194	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	943.00
01 1100 221 1 004 1100	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	24,728.00
01 1100 221 1 004 1101	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	19,090.00
01 1100 221 1 004 1102	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	26,048.00
01 1100 221 1 004 1111	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	10,812.00
01 1100 221 1 004 1168	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	2,567.00
01 1100 221 1 004 1169	SOCIAL SECURITY - TEACHERS	2026-2027 All Personnel	2,864.00
01 1100 221 1 004 1190	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	2,831.00
01 1100 221 1 004 1193	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	2,008.00
01 1100 221 1 006 1103	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	25,365.00
01 1100 221 1 006 1104	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	27,092.00
01 1100 221 1 006 1105	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	22,076.00
01 1100 221 1 006 1111	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	1,971.00
01 1100 221 1 006 1168	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	495.00
01 1100 221 1 006 1169	SOCIAL SECURITY - TEACHERS	2026-2027 All Personnel	2,864.00
01 1100 221 1 006 1190	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	2,830.00
01 1100 221 1 006 1193	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	2,008.00
01 1100 221 1 006 1194	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	1,616.00
01 1100 221 2 001 1110	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	26,762.00
01 1100 221 2 001 1111	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	16,595.00
01 1100 221 2 001 1114	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	1,812.00

Fund: 01 GENERAL FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
01 1100 221 2 001 1124	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	15,092.00
01 1100 221 2 001 1130	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	16,934.00
01 1100 221 2 001 1140	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	35,520.00
01 1100 221 2 001 1153	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	23,930.00
01 1100 221 2 001 1155	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,296.00
01 1100 221 2 001 1168	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	13,683.00
01 1100 221 2 001 1169	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,224.00
01 1100 221 2 001 1170	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	10,980.00
01 1100 221 2 001 1172	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,784.00
01 1100 221 2 001 1174	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	8,461.00
01 1100 221 2 001 1176	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	14,447.00
01 1100 221 2 001 1190	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,099.00
01 1100 221 2 001 1193	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	648.00
01 1100 221 2 001 1194	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	4,136.00
01 1100 221 2 002 1106	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	43,150.00
01 1100 221 2 002 1107	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	41,892.00
01 1100 221 2 002 1108	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	43,037.00
01 1100 221 2 002 1111	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	2,671.00
01 1100 221 2 002 1168	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	9,573.00
01 1100 221 2 002 1169	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	4,290.00
01 1100 221 2 002 1170	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,399.00
01 1100 221 2 002 1172	SOCIAL SECURITY - TEACHERS	2026-2027 All Personnel	1,185.00
01 1100 221 2 002 1174	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	4,674.00
01 1100 221 2 002 1176	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,334.00
01 1100 221 2 002 1190	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,458.00
01 1100 221 2 002 1193	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	3,164.00
01 1100 221 2 002 1194	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	4,809.00
01 1100 222 2 001 1155	SOCIAL SECURITY - AIDES AND ASSISTANTS	2026-2027 All Personnel	1,196.00
01 1100 231 1 003 1100	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	11,088.00
01 1100 231 1 003 1101	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	12,429.00
01 1100 231 1 003 1102	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	10,495.00
01 1100 231 1 003 1103	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	14,894.00
01 1100 231 1 003 1104	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	9,397.00
01 1100 231 1 003 1105	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	10,092.00
01 1100 231 1 003 1168	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,378.00

Fund: 01 GENERAL FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
01 1100 231 1 003 1190	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	1,982.00
01 1100 231 1 003 1193	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	3,998.00
01 1100 231 1 003 1194	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	1,122.00
01 1100 231 1 004 1100	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	27,013.00
01 1100 231 1 004 1101	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	20,722.00
01 1100 231 1 004 1102	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	28,687.00
01 1100 231 1 004 1111	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	204.00
01 1100 231 1 004 1168	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	2,862.00
01 1100 231 1 004 1169	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	3,000.00
01 1100 231 1 004 1190	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	2,982.00
01 1100 231 1 004 1193	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	2,131.00
01 1100 231 1 006 1103	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	28,063.00
01 1100 231 1 006 1104	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	23,058.00
01 1100 231 1 006 1105	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	23,639.00
01 1100 231 1 006 1168	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	552.00
01 1100 231 1 006 1169	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	2,999.00
01 1100 231 1 006 1190	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	2,982.00
01 1100 231 1 006 1193	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	2,131.00
01 1100 231 1 006 1194	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	1,701.00
01 1100 231 2 001 1110	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	29,313.00
01 1100 231 2 001 1111	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	1,410.00
01 1100 231 2 001 1114	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	2,035.00
01 1100 231 2 001 1124	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	17,046.00
01 1100 231 2 001 1130	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	17,995.00
01 1100 231 2 001 1140	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	38,706.00
01 1100 231 2 001 1153	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	25,810.00
01 1100 231 2 001 1155	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,785.00
01 1100 231 2 001 1168	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	14,530.00
01 1100 231 2 001 1169	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,471.00
01 1100 231 2 001 1170	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,619.00
01 1100 231 2 001 1172	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,085.00
01 1100 231 2 001 1174	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	7,396.00
01 1100 231 2 001 1176	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	15,399.00
01 1100 231 2 001 1190	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,447.00
01 1100 231 2 001 1193	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	680.00
01 1100 231 2 001 1194	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	4,361.00
01 1100 231 2 002 1106	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	47,018.00
01 1100 231 2 002 1107	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	43,826.00
01 1100 231 2 002 1108	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	46,784.00
01 1100 231 2 002 1111	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	767.00
01 1100 231 2 002 1168	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	10,779.00
01 1100 231 2 002 1169	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	4,800.00
01 1100 231 2 002 1170	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,708.00
01 1100 231 2 002 1172	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	1,246.00
01 1100 231 2 002 1174	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,059.00
01 1100 231 2 002 1176	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,861.00
01 1100 231 2 002 1190	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,861.00
01 1100 231 2 002 1193	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	3,319.00
01 1100 231 2 002 1194	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,052.00
01 1100 232 2 001 1155	RETIREMENT FOR AIDS AND ASSISTANTS	2026-2027 All Personnel	1,252.00
01 1100 320 2 001 1194	PROFESSIONAL EDUCATIONAL SERVICES	High School - Band Professional	8,000.00
01 1100 340 1 004 1111	OTHER PROFESSIONAL SERVICES	Hamlow Other Professional Services	500.00
01 1100 340 1 006 1111	OTHER PROFESSIONAL SERVICES	Other Professional Services	1,400.00
01 1100 340 2 001 1111	OTHER PROFESSIONAL SERVICES	H.S. Other Professional Services	7,000.00
01 1100 340 2 001 1114	OTHER PROFESSIONAL SERVICES	H.S. Other Professional Services	500.00
01 1100 340 2 001 1193	OTHER PROFESSIONAL SERVICES	H.S. Other Professional Services/Vocal	15,000.00

Fund: 01 GENERAL FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
01 1100 340 2 001 1194	OTHER PROFESSIONAL SERVICES	H.S. Other Professional Services/Inst	9,000.00
01 1100 340 2 002 1111	OTHER PROFESSIONAL SERVICES	M.S. Other Professional Services	1,000.00
01 1100 340 2 002 1170	OTHER PROFESSIONAL SERVICES	M.S. Other Professional Services	500.00
01 1100 340 2 002 1174	OTHER PROFESSIONAL SERVICES	M.S. Other Professional Services	1,000.00
01 1100 340 2 002 1194	OTHER PROFESSIONAL SERVICES	Middle School Other Prof Serv	2,700.00
01 1100 442 2 001 1170	RENTAL OF EQUIPMENT AND VEHICLES	High School Trades/Industry - Rental	6,000.00
01 1100 610 1 003	GENERAL SUPPLIES	Eagle General Supplies	2,500.00
01 1100 610 1 003 1100	GENERAL SUPPLIES	Eagle K Supplies	700.00
01 1100 610 1 003 1101	GENERAL SUPPLIES	Eagle 1st Supplies	700.00
01 1100 610 1 003 1102	GENERAL SUPPLIES	Eagle 2nd Supplies	700.00
01 1100 610 1 003 1103	GENERAL SUPPLIES	Eagle 3rd Supplies	700.00
01 1100 610 1 003 1104	GENERAL SUPPLIES	Eagle 4th Supplies	1,050.00
01 1100 610 1 003 1105	GENERAL SUPPLIES	Eagle 5th Supplies	700.00
01 1100 610 1 003 1111	GENERAL SUPPLIES	Eagle General Supplies	10,600.00
01 1100 610 1 003 1168	GENERAL SUPPLIES	Eagle PE Supplies	500.00
01 1100 610 1 003 1190	GENERAL SUPPLIES	Eagle Art Supplies	850.00
01 1100 610 1 003 1193	GENERAL SUPPLIES	Eagle Vocal Supplies	500.00
01 1100 610 1 003 1194	GENERAL SUPPLIES	Eagle Band Supplies	750.00
01 1100 610 1 004	GENERAL SUPPLIES	Hamlow General Supplies	5,000.00
01 1100 610 1 004 1100	GENERAL SUPPLIES	Hamlow Kindergarten Supplies	1,750.00
01 1100 610 1 004 1101	GENERAL SUPPLIES	Hamlow 1st Grade Supplies	1,500.00
01 1100 610 1 004 1102	GENERAL SUPPLIES	Hamlow 2nd Grade Supplies	1,500.00
01 1100 610 1 004 1111	GENERAL SUPPLIES	Hamlow General Supplies Budget	7,525.00
01 1100 610 1 004 1168	GENERAL SUPPLIES	Hamlow PE Supplies	500.00
01 1100 610 1 004 1169	GENERAL SUPPLIES	Hamlow Health Supplies	500.00
01 1100 610 1 004 1190	GENERAL SUPPLIES	Hamlow Art Supplies	800.00
01 1100 610 1 004 1193	GENERAL SUPPLIES	Hamlow Vocal Music Supplies	500.00
01 1100 610 1 006	GENERAL SUPPLIES	WIS General Supplies	4,100.00
01 1100 610 1 006 1103	GENERAL SUPPLIES	General Supplies	1,600.00
01 1100 610 1 006 1104	GENERAL SUPPLIES	WIS 4th Grade Supplies	1,600.00
01 1100 610 1 006 1105	GENERAL SUPPLIES	WIS 5th Grade Supplies	1,600.00
01 1100 610 1 006 1111	GENERAL SUPPLIES	WIS Furniture and fixtures	10,450.00
01 1100 610 1 006 1168	GENERAL SUPPLIES	WIS PE Supplies	1,100.00
01 1100 610 1 006 1190	GENERAL SUPPLIES	WIS Art Supplies	1,000.00
01 1100 610 1 006 1193	GENERAL SUPPLIES	WIS Vocal Supplies	500.00
01 1100 610 1 006 1194	GENERAL SUPPLIES	WIS Band Supplies	1,000.00
01 1100 610 2 001	GENERAL SUPPLIES	H.S. General Supplies	5,000.00
01 1100 610 2 001 1110	GENERAL SUPPLIES	High School - English Supplies	1,000.00
01 1100 610 2 001 1111	GENERAL SUPPLIES	High School - Principal Supplies	15,000.00
01 1100 610 2 001 1114	GENERAL SUPPLIES	High School - Journalism Supplies	1,000.00
01 1100 610 2 001 1124	GENERAL SUPPLIES	High School - Spanish Supplies	500.00
01 1100 610 2 001 1130	GENERAL SUPPLIES	High School - Social Studies Supplies	500.00
01 1100 610 2 001 1140	GENERAL SUPPLIES	High School - Math - Supplies	1,200.00
01 1100 610 2 001 1153	GENERAL SUPPLIES	High School - Science - Supplies	5,500.00
01 1100 610 2 001 1155	GENERAL SUPPLIES	H.S.Alt Ed General Supplies	500.00
01 1100 610 2 001 1168	GENERAL SUPPLIES	High School - PE - Supplies	500.00
01 1100 610 2 001 1170	GENERAL SUPPLIES	High School - T/I Supplies	30,000.00
01 1100 610 2 001 1172	GENERAL SUPPLIES	High School - Ag - Supplies	500.00
01 1100 610 2 001 1174	GENERAL SUPPLIES	High School - FCS - Supplies	3,500.00
01 1100 610 2 001 1176	GENERAL SUPPLIES	High School - Business - Supplies	1,000.00
01 1100 610 2 001 1190	GENERAL SUPPLIES	High School - Art - Supplies	2,000.00
01 1100 610 2 001 1193	GENERAL SUPPLIES	High School - Vocal Musica - Supplies	3,000.00
01 1100 610 2 001 1194	GENERAL SUPPLIES	H.S. General Supplies/Instrumental	15,000.00
01 1100 610 2 001 1198	GENERAL SUPPLIES	H.S. General Supplies/Career & Tech Ed	22,000.00
01 1100 610 2 002	GENERAL SUPPLIES	M.S General Supplies	5,000.00
01 1100 610 2 002 1106	GENERAL SUPPLIES	Middle School 6th Grade Supplies	1,000.00

Fund: 01 GENERAL FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
01 1100 610 2 002 1107	GENERAL SUPPLIES	Middle School 7th Grade Supplies	1,000.00
01 1100 610 2 002 1108	GENERAL SUPPLIES	Middle School 8th Grade Supplies	1,000.00
01 1100 610 2 002 1111	GENERAL SUPPLIES	Middle School General Supplies	18,125.00
01 1100 610 2 002 1168	GENERAL SUPPLIES	Middle School General Supplies	1,500.00
01 1100 610 2 002 1169	GENERAL SUPPLIES	Middle School Health Supplies	500.00
01 1100 610 2 002 1170	GENERAL SUPPLIES	Middle School CTE Supplies	7,500.00
01 1100 610 2 002 1172	GENERAL SUPPLIES	Middle School Ag Supplies	500.00
01 1100 610 2 002 1174	GENERAL SUPPLIES	Middle School FCS Supplies	9,500.00
01 1100 610 2 002 1176	GENERAL SUPPLIES	Middle School Computers Supplies	750.00
01 1100 610 2 002 1190	GENERAL SUPPLIES	Middle School Art Supplies	3,500.00
01 1100 610 2 002 1193	GENERAL SUPPLIES	Middle School Choir Supplies	800.00
01 1100 610 2 002 1194	GENERAL SUPPLIES	Middle School Band Supplies	4,000.00
01 1100 610 2 002 1196	GENERAL SUPPLIES	M.S. General Supplies	1,500.00
01 1100 640 1 003 1111	BOOKS AND PERIODICALS	Eagle Books and Period	1,000.00
01 1100 640 2 001 1111	BOOKS AND PERIODICALS	H.S. Books & Periodicals	3,500.00
01 1100 640 2 001 1194	BOOKS AND PERIODICALS	High School Band Books and Periodics	4,000.00
01 1100 640 2 001 1196	BOOKS AND PERIODICALS	H.S. Books & Periodicals/Fine & Perform	500.00
01 1100 640 2 002 1107	BOOKS AND PERIODICALS	M.S. Books & Periodicals/7th Grade	500.00
01 1100 640 2 002 1108	BOOKS AND PERIODICALS	M.S. Books & Periodicals/8th Grade	500.00
01 1100 640 2 002 1111	BOOKS AND PERIODICALS	Middle School General Books and	1,100.00
01 1100 733 1 003 1111	FURNITURE AND FIXTURES	Eagle Furnitures and Fixtures	6,000.00
01 1100 733 1 004 1111	FURNITURE AND FIXTURES	Hamlow Furniture & Fixtures	9,000.00
01 1100 733 1 006 1111	FURNITURE AND FIXTURES	WIS Furniture & Fixtures	2,500.00
01 1100 733 2 001 1111	FURNITURE AND FIXTURES	High School General Furniture and Fix	10,000.00
01 1100 733 2 001 1114	FURNITURE AND FIXTURES	H.S. Furniture & Fixtures/Journalism	500.00
01 1100 733 2 002 1111	FURNITURE AND FIXTURES	M.S. Furniture & Fixtures	2,500.00
01 1100 733 2 002 1190	FURNITURE AND FIXTURES	M.S. Furniture & Fixtures/Art	150.00
01 1100 734 2 001 1110	TECHNOLOGY RELATED HARDWARE	High School General Technology	10,000.00
01 1100 734 2 001 1111	TECHNOLOGY RELATED HARDWARE	High School General Tech	500.00
01 1100 734 2 002 1111	TECHNOLOGY RELATED HARDWARE	M.S. Technology Related Hardware	200.00
01 1100 735 1 003 1111	TECHNOLOGY SOFTWARE	Eagle Technology Software	8,000.00
01 1100 735 1 004 1111	TECHNOLOGY SOFTWARE	Hamlow Technology Software	7,000.00
01 1100 735 1 006 1111	TECHNOLOGY SOFTWARE	WIS Technology Software	7,000.00
01 1100 735 2 001 1111	TECHNOLOGY SOFTWARE	H.S. Technology Software	11,000.00
01 1100 735 2 001 1155	TECHNOLOGY SOFTWARE	H.S. Technology Software/Alt. Learning	29,000.00
01 1100 735 2 002 1111	TECHNOLOGY SOFTWARE	M.S. Technology Software	7,000.00
01 1100 739 2 002 1111	OTHER EQUIPMENT	M.S. Other Equipment	3,000.00
01 1100 810 2 001 1111	DUES AND FEES	High School General Dues and Fees	1,400.00
01 1100 810 2 001 1172	DUES AND FEES	High School Ag and Dues and Fees	600.00
01 1100 810 2 001 1193	DUES AND FEES	H.S. Dues and Fees/Vocal Music	500.00
01 1100 810 2 001 1194	DUES AND FEES	High School Band Dues and Fees	500.00
01 1100 810 2 001 1198	DUES AND FEES	H.S. Dues and Fees/Career and Tech Ed	1,200.00
01 1100 810 2 002 1193	DUES AND FEES	M.S. Dues and Fees/Vocal Music	150.00
01 1150 111 1 004	SALARIES - TEACHERS	2026-2027 All Personnel	36,275.00
01 1150 131 1 004	SALARIES - OT TEACHERS/PROF STAFF	2026-2027 All Personnel	72.00
01 1150 211 1 004	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,618.00
01 1150 221 1 004	SOCIAL SECURITY - TEACHERS	2026-2027 All Personnel	2,741.00
01 1150 231 1 004	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	2,908.00
01 1150 340 1 006	OTHER PROFESSIONAL SERVICES	WIS Other Professional Services/LEP	500.00
01 1160 111 1 003	SALARIES - TEACHERS	2026-2027 All Personnel	208,854.00
01 1160 111 1 004	SALARIES - TEACHERS	2026-2027 All Personnel	36,275.00
01 1160 111 1 006	SALARIES - TEACHERS	2026-2027 All Personnel	27,268.00
01 1160 211 1 003	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	30,476.00
01 1160 211 1 004	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,618.00

Fund: 01 GENERAL FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
01 1160 211 1 006	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	40.00
01 1160 221 1 003	SOCIAL SECURITY - TEACHERS	2026-2027 All Personnel	15,792.00
01 1160 221 1 004	SOCIAL SECURITY - TEACHERS	2026-2027 All Personnel	2,735.00
01 1160 221 1 006	SOCIAL SECURITY - TEACHERS	2026-2027 All Personnel	2,086.00
01 1160 231 1 003	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	16,732.00
01 1160 231 1 004	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	2,902.00
01 1160 231 1 006	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	2,184.00
01 1200 111 0 000 1214	DIRECTOR SALARIES	2026-2027 All Personnel	164,905.00
01 1200 111 0 000 1223	SALARIES - TEACHERS/PROF STAFF	2026-2027 All Personnel	87,072.00
01 1200 111 1 003 1221	SALARIES - TEACHERS	2026-2027 All Personnel	223,426.00
01 1200 111 1 004 1221	SALARIES - TEACHERS	2026-2027 All Personnel	273,097.00
01 1200 111 1 004 1222	SALARIES - TEACHERS	2026-2027 All Personnel	85,215.00
01 1200 111 1 006 1221	SALARIES - TEACHERS	2026-2027 All Personnel	144,239.00
01 1200 111 2 001 1221	SALARIES - TEACHERS	2026-2027 All Personnel	371,140.00
01 1200 111 2 001 1222	SALARIES - TEACHERS	2026-2027 All Personnel	78,510.00
01 1200 111 2 001 1225	SALARIES - TEACHERS	2026-2027 All Personnel	71,980.00
01 1200 111 2 002 1221	SALARIES - TEACHERS	2026-2027 All Personnel	201,593.00
01 1200 111 2 002 1222	SALARIES - TEACHERS	2026-2027 All Personnel	86,285.00
01 1200 112 1 003 1221	SALARIES - AIDES AND ASSISTANTS	2026-2027 All Personnel	221,202.00
01 1200 112 1 004 1221	SALARIES - AIDES AND ASSISTANTS	2026-2027 All Personnel	134,685.00
01 1200 112 1 004 1222	SALARIES - AIDES AND ASSISTANTS	2026-2027 All Personnel	79,965.00
01 1200 112 1 006 1221	SALARIES - AIDES AND ASSISTANTS	2026-2027 All Personnel	304,489.00
01 1200 112 2 001 1221	SALARIES - AIDES AND ASSISTANTS	2026-2027 All Personnel	183,108.00
01 1200 112 2 002 1221	SALARIES - AIDES AND ASSISTANTS	2026-2027 All Personnel	226,615.00
01 1200 131 0 000 1223	SALARIES - OT TEACHERS/PROF STAFF	2026-2027 All Personnel	5,248.00
01 1200 131 1 003 1221	SALARIES - OT TEACHERS/PROF STAFF	2026-2027 All Personnel	1,815.00
01 1200 131 1 004 1221	SALARIES - OT TEACHERS/PROF STAFF	2026-2027 All Personnel	1,839.00
01 1200 131 1 004 1222	SALARIES - OT TEACHERS/PROF STAFF	2026-2027 All Personnel	1,521.00
01 1200 131 1 006 1221	SALARIES - OT TEACHERS/PROF STAFF	2026-2027 All Personnel	481.00
01 1200 131 2 001 1222	SALARIES - OT TEACHERS/PROF STAFF	2026-2027 All Personnel	1,243.00
01 1200 131 2 002 1222	SALARIES - OT TEACHERS/PROF STAFF	2026-2027 All Personnel	2,064.00
01 1200 211 0 000 1214	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	12,050.00
01 1200 211 0 000 1223	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	14,600.00
01 1200 211 1 003 1221	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	39,637.00
01 1200 211 1 004 1221	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	25,105.00
01 1200 211 1 004 1222	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	12,500.00
01 1200 211 1 006 1221	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	26,860.00
01 1200 211 2 001 1221	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	37,144.00
01 1200 211 2 001 1222	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	4,200.00
01 1200 211 2 001 1225	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	8,740.00
01 1200 211 2 002 1221	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	33,394.00
01 1200 211 2 002 1222	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	11,307.00
01 1200 212 1 006 1221	GROUP INSURANCE - AIDES AND ASSISTANTS	2026-2027 All Personnel	12,617.00
01 1200 212 2 002 1221	GROUP INSURANCE - AIDES AND ASSISTANTS	2026-2027 All Personnel	10,845.00
01 1200 221 0 000 1214	SOCIAL SECURITY - TEACHERS/PROF	2026-2027 All Personnel	12,019.00

Fund: 01 GENERAL FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
	STAFF		
01 1200 221 0 000 1223	SOCIAL SECURITY - TEACHERS	2026-2027 All Personnel	6,726.00
01 1200 221 1 003 1221	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	17,121.00
01 1200 221 1 004 1221	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	20,669.00
01 1200 221 1 004 1222	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,575.00
01 1200 221 1 006 1221	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	10,322.00
01 1200 221 2 001 1221	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	27,244.00
01 1200 221 2 001 1222	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,997.00
01 1200 221 2 001 1225	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,263.00
01 1200 221 2 002 1221	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	14,457.00
01 1200 221 2 002 1222	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,294.00
01 1200 222 1 003 1221	SOCIAL SECURITY AIDES AND ASSISTANTS	2026-2027 All Personnel	16,883.00
01 1200 222 1 004 1221	SOCIAL SECURITY AIDES AND ASSISTANTS	2026-2027 All Personnel	10,185.00
01 1200 222 1 004 1222	SOCIAL SECURITY AIDES AND ASSISTANTS	2026-2027 All Personnel	6,094.00
01 1200 222 1 006 1221	SOCIAL SECURITY AIDES AND ASSISTANTS	2026-2027 All Personnel	22,901.00
01 1200 222 2 001 1221	SOCIAL SECURITY AIDES AND ASSISTANTS	2026-2027 All Personnel	14,008.00
01 1200 222 2 002 1221	SOCIAL SECURITY AIDES AND ASSISTANTS	2026-2027 All Personnel	17,259.00
01 1200 231 0 000 1214	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	12,841.00
01 1200 231 0 000 1223	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	7,360.00
01 1200 231 1 003 1221	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	18,033.00
01 1200 231 1 004 1221	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	22,039.00
01 1200 231 1 004 1222	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,946.00
01 1200 231 1 006 1221	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	11,589.00
01 1200 231 2 001 1221	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	29,748.00
01 1200 231 2 001 1222	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,418.00
01 1200 231 2 001 1225	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,766.00
01 1200 231 2 002 1221	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	16,147.00
01 1200 231 2 002 1222	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	7,079.00
01 1200 232 1 003 1221	RETIREMENT FOR AIDES AND ASSISTANTS	2026-2027 All Personnel	17,684.00
01 1200 232 1 004 1221	RETIREMENT FOR AIDES AND ASSISTANTS	2026-2027 All Personnel	10,788.00
01 1200 232 1 004 1222	RETIREMENT FOR AIDES AND ASSISTANTS	2026-2027 All Personnel	5,902.00
01 1200 232 1 006 1221	RETIREMENT FOR AIDES AND ASSISTANTS	2026-2027 All Personnel	22,848.00
01 1200 232 2 001 1221	RETIREMENT FOR AIDES AND ASSISTANTS	2026-2027 All Personnel	14,711.00
01 1200 232 2 002 1221	RETIREMENT FOR AIDES AND ASSISTANTS	2026-2027 All Personnel	18,128.00
01 1200 320 0 000 1214	PROFESSIONAL EDUCATIONAL SERVICES SPED School Age - Supervisor		3,000.00
01 1200 320 0 000 1215	PROFESSIONAL EDUCATIONAL SERVICES SPED School Age - Contracted		35,000.00
01 1200 320 1 004 1221	PROFESSIONAL EDUCATIONAL SERVICES SPED School Age		200.00
01 1200 320 1 006 1215	PROFESSIONAL EDUCATIONAL SERVICES WIS SPED School Age/Supervisor		14,000.00
01 1200 320 1 006 1221	PROFESSIONAL EDUCATIONAL SERVICES WIS SPED School Age		500.00
01 1200 320 2 000 1215	PROFESSIONAL EDUCATIONAL SERVICES SPED School Age - Contracted		10,000.00
01 1200 320 2 001 1215	PROFESSIONAL EDUCATIONAL SERVICES H.S. SPED Contracted		7,000.00
01 1200 333 2 001 1225	MILEAGE PAID TO STAFF	SPED Mileage	500.00
01 1200 333 2 001 1226	MILEAGE PAID TO STAFF	SPED Mileage	500.00
01 1200 334 0 000 1215	MILEAGE PAID - OTHER	District Mileage Paid - Other Contracted	150.00

Fund: 01 GENERAL FUND

Chart of Account Number	Chart of Account Description	Description	Amount
01 1200 334 2 000 1215	MILEAGE PAID - OTHER	District Mileage Paid - Other Contracted	700.00
01 1200 340 0 000 1214	OTHER PROFESSIONAL SERVICES	SPED School Age - Supervisor	500.00
01 1200 340 0 000 1215	OTHER PROFESSIONAL SERVICES	District SPED School Age/Contracted	500.00
01 1200 340 2 001 1225	OTHER PROFESSIONAL SERVICES	SPED Other Professional Svs	500.00
01 1200 340 2 002 1221	OTHER PROFESSIONAL SERVICES	SPED Other Professional Svs	500.00
01 1200 340 2 002 1222	OTHER PROFESSIONAL SERVICES	SPED Other Professional Svs	500.00
01 1200 431 0 000 1214	NON-TECHNOLOGY RELATED REPAIRS AND MAINTENANCE SERVICES	District SPED Non-Technology Related	500.00
01 1200 561 0 000 1201	TUITION TO OTHER DISTRICTS WITHIN THE STATE	SPED Tuition	34,000.00
01 1200 580 0 000 1214	TRAVEL	SPED School Age - Supervisor	500.00
01 1200 580 1 004 1221	TRAVEL	SPED School Age	500.00
01 1200 580 1 006 1221	TRAVEL	SPED School Age	500.00
01 1200 591 0 000 1201	SVS PURCHASED FROM ANOTHER SCHOOL DIST	Budget Entry	30,000.00
01 1200 591 2 000 1215	SVS PURCHASED FROM ANOTHER SCHOOL DIST	SPED School Age - Contracted	45,000.00
01 1200 591 2 000 1215	SVS PURCHASED FROM ANOTHER SCHOOL DIST	District Svs Purchased from another	45,000.00
01 1200 591 2 001 1215	SVS PURCHASED FROM ANOTHER SCHOOL DIST	SPED School Age - Contracted	7,500.00
01 1200 610 0 000 1214	GENERAL SUPPLIES	SPED School Age - Supervisor	1,000.00
01 1200 610 1 003 1221	GENERAL SUPPLIES	SPED School Age	1,000.00
01 1200 610 1 003 1222	GENERAL SUPPLIES	SPED School Age - Develop Delay	1,000.00
01 1200 610 1 004 1221	GENERAL SUPPLIES	SPED School Age	1,000.00
01 1200 610 1 004 1222	GENERAL SUPPLIES	SPED School Age - Develop Delay	1,000.00
01 1200 610 1 006 1221	GENERAL SUPPLIES	Budget Entry	1,000.00
01 1200 610 1 006 1222	GENERAL SUPPLIES	SPED School Age - Develop Delay	2,000.00
01 1200 610 2 001 1221	GENERAL SUPPLIES	Budget Entry	1,000.00
01 1200 610 2 001 1222	GENERAL SUPPLIES	SPED School Age - Develop Delay	3,000.00
01 1200 610 2 001 1225	GENERAL SUPPLIES	SPED School Age	1,500.00
01 1200 610 2 001 1226	GENERAL SUPPLIES	SPED School Age -	1,000.00
01 1200 610 2 002 1221	GENERAL SUPPLIES	SPED School Age -	1,500.00
01 1200 610 2 002 1222	GENERAL SUPPLIES	SPED School Age - Develop Delay	2,500.00
01 1200 640 1 003 1221	BOOKS AND PERIODICALS	SPED School Age -	500.00
01 1200 735 0 000 1215	TECHNOLOGY SOFTWARE	SPED School Age - Contracted	5,000.00
01 1200 810 0 000 1201	DUES AND FEES	District Dues and Fees	3,000.00
01 1200 810 0 000 1214	DUES AND FEES	District Dues and Fees	2,000.00
01 1200 810 2 001 1215	DUES AND FEES	HS Dues and Fees	700.00
01 1300 131 1 003	SALARIES - OT TEACHERS/PROF STAFF	2026-2027 All Personnel	9,020.00
01 1300 131 1 004	SALARIES - OT TEACHERS/PROF STAFF	2026-2027 All Personnel	5,412.00
01 1300 131 1 006	SALARIES - OT TEACHERS/PROF STAFF	2026-2027 All Personnel	10,130.00
01 1300 132 1 003	SALARIES - OT AIDES AND ASSISTANTS	2026-2027 All Personnel	2,581.00
01 1300 132 1 004	SALARIES - OT AIDES AND ASSISTANTS	2026-2027 All Personnel	1,395.00
01 1300 132 1 006	SALARIES - OT AIDES AND ASSISTANTS	2026-2027 All Personnel	1,673.00
01 1300 211 1 003	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	1,306.00
01 1300 211 1 004	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	1,376.00
01 1300 211 1 006	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	1,597.00
01 1300 221 1 003	SOCIAL SECURITY - TEACHERS	2026-2027 All Personnel	682.00
01 1300 221 1 004	SOCIAL SECURITY - TEACHERS	2026-2027 All Personnel	413.00
01 1300 221 1 006	SOCIAL SECURITY - TEACHERS	2026-2027 All Personnel	766.00
01 1300 222 1 003	SOCIAL SECURITY AIDES AND ASSISTANTS	2026-2027 All Personnel	197.00
01 1300 222 1 004	SOCIAL SECURITY AIDES AND ASSISTANTS	2026-2027 All Personnel	106.00

Fund: 01 GENERAL FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
01 1300 222 1 006	SOCIAL SECURITY AIDES AND ASSISTANTS	2026-2027 All Personnel	127.00
01 1300 231 1 003	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	660.00
01 1300 231 1 004	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	396.00
01 1300 231 1 006	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	742.00
01 1300 232 1 003	RETIREMENT FOR AIDES AND ASSISTANTS	2026-2027 All Personnel	189.00
01 1300 232 1 004	RETIREMENT FOR AIDES AND ASSISTANTS	2026-2027 All Personnel	102.00
01 1300 232 1 006	RETIREMENT FOR AIDES AND ASSISTANTS	2026-2027 All Personnel	122.00
01 2120 111 1 003	SALARIES - TEACHERS	2026-2027 All Personnel	42,348.00
01 2120 111 1 004	SALARIES - TEACHERS	2026-2027 All Personnel	69,718.00
01 2120 111 1 006	SALARIES - TEACHERS	2026-2027 All Personnel	82,629.00
01 2120 111 2 001	SALARIES - TEACHERS	2026-2027 All Personnel	266,609.00
01 2120 111 2 002	SALARIES - TEACHERS	2026-2027 All Personnel	153,910.00
01 2120 112 2 001	SALARIES - AIDES AND ASSISTANTS	2026-2027 All Personnel	28,971.00
01 2120 131 1 004	SALARIES - OT TEACHERS/PROF STAFF	2026-2027 All Personnel	116.00
01 2120 211 1 003	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,052.00
01 2120 211 1 004	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	112.00
01 2120 211 1 006	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	129.00
01 2120 211 2 001	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	33,484.00
01 2120 211 2 002	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	11,485.00
01 2120 212 2 001	GROUP INSURANCE - AIDES AND ASSISTANTS	2026-2027 All Personnel	5,089.00
01 2120 221 1 003	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	3,214.00
01 2120 221 1 004	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,342.00
01 2120 221 1 006	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,321.00
01 2120 221 2 001	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	19,721.00
01 2120 221 2 002	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	11,648.00
01 2120 222 2 001	SOCIAL SECURITY AIDES AND ASSISTANTS	2026-2027 All Personnel	2,216.00
01 2120 231 1 003	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	3,393.00
01 2120 231 1 004	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,595.00
01 2120 231 1 006	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,620.00
01 2120 231 2 001	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	21,358.00
01 2120 231 2 002	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	12,330.00
01 2120 232 2 001	RETIREMENT FOR AIDES AND ASSISTANTS	2026-2027 All Personnel	2,326.00
01 2120 610 1 003	GENERAL SUPPLIES	Eagle Counseling Supplies	500.00
01 2120 610 1 004	GENERAL SUPPLIES	Hamlow Guidance Supplies	400.00
01 2120 610 2 001	GENERAL SUPPLIES	High School Counseling General	1,000.00
01 2120 610 2 002	GENERAL SUPPLIES	Middle School Counselor Supplies	750.00
01 2120 810 2 001	DUES AND FEES	High School Counselor Dues and Fees	500.00
01 2130 111 1 004	NURSE SALARY	2026-2027 All Personnel	66,756.00
01 2130 111 2 001	NURSE SALARY	2026-2027 All Personnel	69,918.00
01 2130 112 1 003	SALARIES - AIDES AND ASSISTANTS	2026-2027 All Personnel	63,338.00
01 2130 112 1 006	SALARIES - AIDES AND ASSISTANTS	2026-2027 All Personnel	40,583.00
01 2130 112 2 002	SALARIES - AIDES AND ASSISTANTS	2026-2027 All Personnel	33,424.00
01 2130 211 2 001	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	4,394.00
01 2130 212 1 003	GROUP INSURANCE - AIDES AND ASSISTANTS	2026-2027 All Personnel	5,089.00

Fund: 01 GENERAL FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
01 2130 212 1 006	GROUP INSURANCE - AIDES AND ASSISTANTS	2026-2027 All Personnel	5,089.00
01 2130 212 2 002	GROUP INSURANCE - AIDES AND ASSISTANTS	2026-2027 All Personnel	5,024.00
01 2130 221 1 004	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	4,985.00
01 2130 221 2 001	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,145.00
01 2130 222 1 003	SOCIAL SECURITY AIDES AND ASSISTANTS	2026-2027 All Personnel	4,845.00
01 2130 222 1 006	SOCIAL SECURITY AIDES AND ASSISTANTS	2026-2027 All Personnel	3,027.00
01 2130 222 2 002	SOCIAL SECURITY AIDES AND ASSISTANTS	2026-2027 All Personnel	2,549.00
01 2130 231 1 004	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,344.00
01 2130 231 2 001	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	4,395.00
01 2130 232 1 003	RETIREMENT FOR AIDES AND ASSISTANTS	2026-2027 All Personnel	5,098.00
01 2130 232 1 006	RETIREMENT FOR AIDES AND ASSISTANTS	2026-2027 All Personnel	3,225.00
01 2130 232 2 002	RETIREMENT FOR AIDES AND ASSISTANTS	2026-2027 All Personnel	2,675.00
01 2130 610 0 000	DISTRICT NURSE SUPPLIES	Nurse Supplies - District	5,000.00
01 2130 610 1 003	GENERAL SUPPLIES	Nursing Supplies - Eagle	750.00
01 2130 610 1 004	GENERAL SUPPLIES	Nursing Supplies - Hamlow	750.00
01 2130 610 1 006	GENERAL SUPPLIES	Nursing Supplies - WIS	750.00
01 2130 610 2 001	GENERAL SUPPLIES	Nursing Supplies - High School	1,000.00
01 2141 111 0 000	SALARIES - TEACHERS	2026-2027 All Personnel	211,566.00
01 2141 131 0 000	SALARIES - OT TEACHERS/PROF STAFF	2026-2027 All Personnel	1,735.00
01 2141 211 0 000	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	19,226.00
01 2141 221 0 000	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	16,074.00
01 2141 231 0 000	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	17,089.00
01 2141 320 0 000	PROFESSIONAL EDUCATIONAL SERVICES	District Professional Educational Ser	350.00
01 2141 320 1 003	PROFESSIONAL EDUCATIONAL SERVICES	Eagle Professional Educational Services	500.00
01 2141 320 1 006	PROFESSIONAL EDUCATIONAL SERVICES	WIS Professional Educational Services	846.00
01 2141 320 2 001	PROFESSIONAL EDUCATIONAL SERVICES	HS Professional Educational Services	192.00
01 2141 320 2 002	PROFESSIONAL EDUCATIONAL SERVICES	MS Professional Educational Services	232.00
01 2141 610 0 000	GENERAL SUPPLIES	District General Supplies	1,100.00
01 2151 111 1 004	SALARIES - TEACHERS	2026-2027 All Personnel	72,511.00
01 2151 111 2 001	SALARIES - TEACHERS	2026-2027 All Personnel	49,577.00
01 2151 131 1 004	SALARIES - OT TEACHERS/PROF STAFF	2026-2027 All Personnel	259.00
01 2151 211 1 004	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	13,263.00
01 2151 211 2 001	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,908.00
01 2151 221 1 004	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,176.00
01 2151 221 2 001	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	3,393.00
01 2151 231 1 004	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,830.00
01 2151 231 2 001	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	3,972.00
01 2151 320 1 003	PROFESSIONAL EDUCATIONAL SERVICES	Eagle Professional Educational Services	120,000.00
01 2151 320 1 004	PROFESSIONAL EDUCATIONAL SERVICES	HS Professional Educational Services	185.00
01 2151 320 1 006	PROFESSIONAL EDUCATIONAL SERVICES	WIS Professional Educational Services	103,000.00
01 2151 320 2 001	PROFESSIONAL EDUCATIONAL SERVICES	HS Professional Educational Services	185.00
01 2151 320 2 002	PROFESSIONAL EDUCATIONAL SERVICES	MS Professional Educational Services	185.00
01 2151 591 1 006	SVS PURCHASED FROM ANOTHER SCHOOL DIST	WIS Svs Purchased from Another School Di	200.00
01 2151 591 2 001	SVS PURCHASED FROM ANOTHER SCHOOL DIST	HS Svs Purchased from Another School	1,000.00

Fund: 01 GENERAL FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
01 2151 610 1 003	GENERAL SUPPLIES	Eagle General Supplies	700.00
01 2151 610 1 004	GENERAL SUPPLIES	HES General Supplies	700.00
01 2151 610 2 002	GENERAL SUPPLIES	MS General Supplies	200.00
01 2151 735 1 003	TECHNOLOGY SOFTWARE	Eagle Technology Software	200.00
01 2161 591 1 006	SVS PURCHASED FROM ANOTHER SCHOOL DIST	WIS Svs Purchased from Another School	300.00
01 2161 591 2 001	SVS PURCHASED FROM ANOTHER SCHOOL DIST	HS Svs Purchased from Another School	800.00
01 2161 610 1 003	GENERAL SUPPLIES	Eagle General Supplies	100.00
01 2161 610 2 001	GENERAL SUPPLIES	HS General Supplies	200.00
01 2171 320 0 000	PROFESSIONAL EDUCATIONAL SERVICES	District Professional Educational Svs	7,000.00
01 2171 320 2 000	PROFESSIONAL EDUCATIONAL SERVICES	District Professional Educational Svs	2,000.00
01 2171 334 0 000	MILEAGE PAID - OTHER	District Mileage Paid - Other	10,000.00
01 2171 610 1 004	GENERAL SUPPLIES	HES General Supplies	400.00
01 2181 320 2 002	PROFESSIONAL EDUCATIONAL SERVICES	MS Professional Educational Services	5,000.00
01 2181 591 2 000	SVS PURCHASED FROM ANOTHER SCHOOL DIST	District Svs Purchased from another	4,000.00
01 2190 110 2 001	SALARIES - NON-INSTRUCTIONAL	2026-2027 All Personnel	59,759.00
01 2190 111 2 001	SALARIES - TEACHERS/PROF STAFF	2026-2027 All Personnel	704,909.00
01 2190 112 2 001	SALARIES - AIDES AND ASSISTANTS	2026-2027 All Personnel	151.00
01 2190 120 2 001	SALARIES - TEMP EMP - NON-INSTRUCTIONAL	2026-2027 All Personnel	5,552.00
01 2190 210 2 001	GROUP INSURANCE - NON-INSTRUCTIONAL	2026-2027 All Personnel	5,325.00
01 2190 211 2 001	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	52,320.00
01 2190 220 2 001	SOCIAL SECURITY - NON-INSTRUCTIONAL	2026-2027 All Personnel	5,144.00
01 2190 221 2 001	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	52,868.00
01 2190 222 2 001	SOCIAL SECURITY AIDES AND ASSISTANTS	2026-2027 All Personnel	11.00
01 2190 230 2 001	RETIREMENT - NON-INSTRUCTIONAL	2026-2027 All Personnel	5,023.00
01 2190 231 2 001	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	39,445.00
01 2190 232 2 001	RETIREMENT FOR AIDES AND ASSISTANTS	2026-2027 All Personnel	12.00
01 2190 890 2 001	MISCELLANEOUS EXPENDITURES	2026-2027 All Personnel	2,045.00
01 2212 111 0 000	SALARIES - TEACHERS/PROF STAFF	2026-2027 All Personnel	184,050.00
01 2212 131 0 000	SALARIES - OT TEACHERS/PROF STAFF	2026-2027 All Personnel	25,291.00
01 2212 211 0 000	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	20,345.00
01 2212 221 0 000	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	15,619.00
01 2212 231 0 000	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	15,587.00
01 2212 320 0 000	PROFESSIONAL EDUCATIONAL SERVICES	Curriculum - Professional Education SVS	15,000.00
01 2212 340 0 000	OTHER PROFESSIONAL SERVICES	Curriculum - Other Professional Services	30,000.00
01 2212 580 0 000	TRAVEL	Curriculum - Travel	1,500.00
01 2212 610 0 000	GENERAL SUPPLIES	Curriculum - General Supplies	500.00
01 2212 640 0 000	BOOKS AND PERIODICALS	Curriculum - Books and Periodical	299,100.00
01 2212 810 0 000	DUES AND FEES	Curriculum - Dues and Fees	750.00
01 2212 890 0 000	MISCELLANEOUS EXPENDITURES	Curriculum - Misc Expenditures	2,400.00
01 2213 330 1 003	EMPLOYEE TRAINING AND DEVELOPMENT SVS	Eagle Training and Develop	1,250.00
01 2213 330 1 004	EMPLOYEE TRAINING AND DEVELOPMENT SVS	Hamlow Professional Development	12,675.00
01 2213 330 1 006	EMPLOYEE TRAINING AND DEVELOPMENT SVS	Employee Training	6,400.00
01 2213 330 2 001	EMPLOYEE TRAINING AND DEVELOPMENT SVS	HS Employee Training & Development Svs	3,000.00
01 2213 330 2 002	EMPLOYEE TRAINING AND	Middle School Instructional Employee Tra	750.00

Fund: 01 GENERAL FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
	DEVELOPMENT SVS		
01 2213 580 1 004	TRAVEL	Hamlow Travel	1,000.00
01 2220 111 1 003	SALARIES - TEACHERS/PROF STAFF	2026-2027 All Personnel	77,663.00
01 2220 111 1 004	SALARIES - TEACHERS/PROF STAFF	2026-2027 All Personnel	80,873.00
01 2220 111 1 006	SALARIES - TEACHERS/PROF STAFF	2026-2027 All Personnel	80,431.00
01 2220 111 2 001	SALARIES - TEACHERS/PROF STAFF	2026-2027 All Personnel	78,393.00
01 2220 111 2 002	SALARIES - TEACHERS/PROF STAFF	2026-2027 All Personnel	82,693.00
01 2220 112 1 003	SALARIES - AIDES AND ASSISTANTS	2026-2027 All Personnel	25,915.00
01 2220 112 1 004	SALARIES - AIDES AND ASSISTANTS	2026-2027 All Personnel	23,678.00
01 2220 112 1 006	SALARIES - AIDES AND ASSISTANTS	2026-2027 All Personnel	24,576.00
01 2220 112 2 001	SALARIES - AIDES AND ASSISTANTS	2026-2027 All Personnel	9,578.00
01 2220 211 1 003	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	13,346.00
01 2220 211 1 004	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	13,452.00
01 2220 211 1 006	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	11,590.00
01 2220 211 2 001	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	11,550.00
01 2220 211 2 002	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	8,650.00
01 2220 221 1 003	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,336.00
01 2220 221 1 004	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,108.00
01 2220 221 1 006	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,764.00
01 2220 221 2 001	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,900.00
01 2220 221 2 002	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,986.00
01 2220 222 1 003	SOCIAL SECURITY AIDES AND ASSISTANTS	2026-2027 All Personnel	1,982.00
01 2220 222 1 004	SOCIAL SECURITY AIDES AND ASSISTANTS	2026-2027 All Personnel	1,811.00
01 2220 222 1 006	SOCIAL SECURITY AIDES AND ASSISTANTS	2026-2027 All Personnel	1,880.00
01 2220 222 2 001	SOCIAL SECURITY AIDES AND ASSISTANTS	2026-2027 All Personnel	733.00
01 2220 231 1 003	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,217.00
01 2220 231 1 004	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,479.00
01 2220 231 1 006	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,443.00
01 2220 231 2 001	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,280.00
01 2220 231 2 002	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,625.00
01 2220 232 1 003	RETIREMENT FOR AIDES AND ASSISTANTS	2026-2027 All Personnel	2,090.00
01 2220 232 1 004	RETIREMENT FOR AIDES AND ASSISTANTS	2026-2027 All Personnel	1,873.00
01 2220 232 1 006	RETIREMENT FOR AIDES AND ASSISTANTS	2026-2027 All Personnel	1,982.00
01 2220 232 2 001	RETIREMENT FOR AIDES AND ASSISTANTS	2026-2027 All Personnel	767.00
01 2220 610 1 003	GENERAL SUPPLIES	Eagle Library Supplies	600.00
01 2220 610 1 006	GENERAL SUPPLIES	WIS Library Supplies	600.00
01 2220 610 2 001	GENERAL SUPPLIES	High School - Library Supplies	500.00
01 2220 610 2 002	GENERAL SUPPLIES	Middle School Library Supplies	500.00
01 2220 640 1 003	BOOKS AND PERIODICALS	Eagle Books and Periodicals	1,000.00
01 2220 640 1 004	BOOKS AND PERIODICALS	Hamlow Library and Media	3,500.00
01 2220 640 1 006	BOOKS AND PERIODICALS	WIS Library Books and Period	3,350.00
01 2220 640 2 001	BOOKS AND PERIODICALS	High School - Library Books and Periodica	500.00
01 2220 640 2 002	BOOKS AND PERIODICALS	Middle School Library Books and	5,000.00
01 2220 735 1 003	TECHNOLOGY SOFTWARE	Eagle Technology Software	900.00
01 2220 735 1 004	TECHNOLOGY SOFTWARE	Hamlow Technology Software	1,000.00

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<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
01 2220 735 1 006	TECHNOLOGY SOFTWARE	WIS Library Tech	800.00
01 2220 735 2 001	TECHNOLOGY SOFTWARE	High School Technology Software	1,700.00
01 2220 735 2 002	TECHNOLOGY SOFTWARE	MS Technology Software	900.00
01 2230 114 0 000	SALARIES - TECHNICAL STAFF	2026-2027 All Personnel	193,063.00
01 2230 116 0 000	SALARIES - PROF NON-CERTIFIED STAFF	2026-2027 All Personnel	148,178.00
01 2230 214 0 000	GROUP INSURANCE FOR TECHNICAL STAFF	2026-2027 All Personnel	14,573.00
01 2230 216 0 000	GROUP INSURANCE - PROF NON-CERTIFIED STA	2026-2027 All Personnel	8,142.00
01 2230 224 0 000	SOCIAL SECURITY - TECHNICAL STAFF	2026-2027 All Personnel	13,911.00
01 2230 226 0 000	SOCIAL SECURITY PROF NON-CERTIFIED STAFF	2026-2027 All Personnel	11,328.00
01 2230 234 0 000	RETIREMENT - TECHNICAL STAFF	2026-2027 All Personnel	15,442.00
01 2230 236 0 000	RETIREMENT - PROF NON-CERTIFIED STAFF	2026-2027 All Personnel	11,293.00
01 2230 320 0 000	PROFESSIONAL EDUCATIONAL SERVICES	Tech - Professional Education SV	14,000.00
01 2230 333 0 000	MILEAGE PAID TO STAFF	Tech - Mileage to Staff	200.00
01 2230 340 0 000	OTHER PROFESSIONAL SERVICES	Tech - Other Professional Services	15,000.00
01 2230 432 0 000	TECHNOLOGY RELATED REPAIRS & MAINTENANCE	Tech - Related Repairs and Maint	15,000.00
01 2230 610 0 000	GENERAL SUPPLIES	Tech - General Supplies	1,000.00
01 2230 734 0 000	TECHNOLOGY RELATED HARDWARE	Tech - Related Hardware	300,000.00
01 2230 735 0 000	TECHNOLOGY SOFTWARE	Tech - Software	80,000.00
01 2310 310 0 000	PROFESSIONAL/TECHNICAL SERV	Professional Technical Services	23,500.00
01 2310 315 0 000	ACCOUNTING/AUDITING SERVICES	Auditing	35,000.00
01 2310 320 0 000	PROFESSIONAL EDUCATIONAL SERVICES	District Professional Educational Svs	1,100.00
01 2310 333 0 000	MILEAGE PAID TO STAFF	Mileage to Board Staff	500.00
01 2310 340 0 000	OTHER PROFESSIONAL SERVICES	District Other Professional Services	12,000.00
01 2310 350 0 000	TECHNICAL SERVICES	Technical Services	75,000.00
01 2310 540 0 000	ADVERTISING	Advertising	10,000.00
01 2310 735 0 000	TECHNOLOGY SOFTWARE	Technology Software	75,000.00
01 2310 810 0 000	DUES AND FEES	Dues and Fees	16,000.00
01 2310 890 0 000	MISCELLANEOUS EXPENDITURES	Miscellaneous Exp	15,000.00
01 2320 105 0 000	SALARIES - SUPERINTENDENT	2026-2027 All Personnel	210,439.00
01 2320 110 0 000	SALARIES - NON-INSTRUCTIONAL	2026-2027 All Personnel	309,567.00
01 2320 116 0 000	SALARIES - PROF NON-CERTIFIED STAFF	2026-2027 All Personnel	163,317.00
01 2320 210 0 000	GROUP INSURANCE - NON-INSTRUCTIONAL	2026-2027 All Personnel	20,720.00
01 2320 215 0 000	GROUP INSURANCE FOR SUPERINTENDENTS	2026-2027 All Personnel	14,015.00
01 2320 216 0 000	GROUP INSURANCE - PROF NON-CERTIFIED STA	2026-2027 All Personnel	4,441.00
01 2320 220 0 000	SOCIAL SECURITY - NON-INSTRUCTIONAL	2026-2027 All Personnel	22,310.00
01 2320 225 0 000	SOCIAL SECURITY - SUPERINTENDENT	2026-2027 All Personnel	14,692.00
01 2320 226 0 000	SOCIAL SECURITY -PROF NON-CERTIFIED STA	2026-2027 All Personnel	12,177.00
01 2320 230 0 000	RETIREMENT CONTRIBUTIONS- NON-INSTRUCTIO	2026-2027 All Personnel	24,228.00
01 2320 235 0 000	RETIREMENT - SUPERINTENDENT	2026-2027 All Personnel	16,856.00
01 2320 236 0 000	RETIREMENT - PROF NON-CERTIFIED STAFF	2026-2027 All Personnel	13,081.00
01 2320 320 0 000	PROFESSIONAL EDUCATIONAL SERVICES	Office of Supt Pro Educ Svs	21,000.00
01 2320 340 0 000	OTHER PROFESSIONAL SERVICES	Office of Supt Other Pro Svs	6,000.00
01 2320 440 0 000	RENTAL - OTHER	Office of Supt Rental	1,200.00
01 2320 580 0 000	TRAVEL	Office of Supt Travel	5,000.00
01 2320 610 0 000	GENERAL SUPPLIES	Office of Supt General Supplies	3,473,204.00
01 2320 735 0 000	TECHNOLOGY SOFTWARE	District Technology Software	10,757.00
01 2320 810 0 000	DUES AND FEES	Office of Supt Dues and Fees	4,000.00

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<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
01 2330 317 0 000	CONTRACTED LEGAL SERVICES	District Legal Services	65,000.00
01 2410 110 1 003	SALARIES - NON-INSTRUCTIONAL	2026-2027 All Personnel	45,038.00
01 2410 110 1 004	SALARIES - NON-INSTRUCTIONAL	2026-2027 All Personnel	47,865.00
01 2410 110 1 006	SALARIES - NON-INSTRUCTIONAL	2026-2027 All Personnel	46,013.00
01 2410 110 2 001	SALARIES - NON-INSTRUCTIONAL	2026-2027 All Personnel	107,326.00
01 2410 110 2 002	SALARIES - NON-INSTRUCTIONAL	2026-2027 All Personnel	117,138.00
01 2410 111 1 003	SALARIES - TEACHERS/PROF STAFF	2026-2027 All Personnel	123,663.00
01 2410 111 1 004	SALARIES - TEACHERS/PROF STAFF	2026-2027 All Personnel	103,457.00
01 2410 111 1 006	SALARIES - TEACHERS/PROF STAFF	2026-2027 All Personnel	126,526.00
01 2410 111 2 001	SALARIES - TEACHERS/PROF STAFF	2026-2027 All Personnel	321,347.00
01 2410 111 2 002	SALARIES - TEACHERS/PROF STAFF	2026-2027 All Personnel	255,278.00
01 2410 210 1 003	GROUP INSURANCE - NON-INSTRUCTIONAL	2026-2027 All Personnel	5,089.00
01 2410 210 1 004	GROUP INSURANCE - NON-INSTRUCTIONAL	2026-2027 All Personnel	5,089.00
01 2410 210 1 006	GROUP INSURANCE - NON-INSTRUCTIONAL	2026-2027 All Personnel	5,089.00
01 2410 210 2 001	GROUP INSURANCE - NON-INSTRUCTIONAL	2026-2027 All Personnel	10,160.00
01 2410 210 2 002	GROUP INSURANCE - NON-INSTRUCTIONAL	2026-2027 All Personnel	9,344.00
01 2410 211 1 003	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	12,000.00
01 2410 211 1 004	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	11,972.00
01 2410 211 1 006	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	13,738.00
01 2410 211 2 001	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	10,493.00
01 2410 211 2 002	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	14,076.00
01 2410 220 1 003	SOCIAL SECURITY - NON-INSTRUCTIONAL	2026-2027 All Personnel	3,178.00
01 2410 220 1 004	SOCIAL SECURITY - NON-INSTRUCTIONAL	2026-2027 All Personnel	3,662.00
01 2410 220 1 006	SOCIAL SECURITY - NON-INSTRUCTIONAL	2026-2027 All Personnel	3,520.00
01 2410 220 2 001	SOCIAL SECURITY - NON-INSTRUCTIONAL	2026-2027 All Personnel	7,968.00
01 2410 220 2 002	SOCIAL SECURITY - NON-INSTRUCTIONAL	2026-2027 All Personnel	8,957.00
01 2410 221 1 003	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	9,031.00
01 2410 221 1 004	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	7,745.00
01 2410 221 1 006	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	9,656.00
01 2410 221 2 001	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	24,274.00
01 2410 221 2 002	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	19,238.00
01 2410 230 1 003	RETIREMENT - NON-INSTRUCTIONAL	2026-2027 All Personnel	3,609.00
01 2410 230 1 004	RETIREMENT - NON-INSTRUCTIONAL	2026-2027 All Personnel	3,363.00
01 2410 230 1 006	RETIREMENT - NON-INSTRUCTIONAL	2026-2027 All Personnel	3,686.00
01 2410 230 2 001	RETIREMENT - NON-INSTRUCTIONAL	2026-2027 All Personnel	8,033.00
01 2410 230 2 002	RETIREMENT - NON-INSTRUCTIONAL	2026-2027 All Personnel	9,363.00
01 2410 231 1 003	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	9,905.00
01 2410 231 1 004	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	8,287.00
01 2410 231 1 006	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	10,134.00
01 2410 231 2 001	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	25,680.00

Fund: 01 GENERAL FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
01 2410 231 2 002	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	20,447.00
01 2410 320 1 003	PROFESSIONAL EDUCATIONAL SERVICES	Eagle Professional Educational Services	260.00
01 2410 320 1 004	PROFESSIONAL EDUCATIONAL SERVICES	HES Professional Educational Services	260.00
01 2410 320 1 006	PROFESSIONAL EDUCATIONAL SERVICES	WIS Professional Ed Service	550.00
01 2410 320 2 001	PROFESSIONAL EDUCATIONAL SERVICES	High School Principal Professional	2,900.00
01 2410 320 2 002	PROFESSIONAL EDUCATIONAL SERVICES	Middle School Principal Professional Edu	500.00
01 2410 580 1 003	TRAVEL	Eagle Travel	1,000.00
01 2410 580 1 004	TRAVEL	HES Travel	1,000.00
01 2410 580 1 006	TRAVEL	WIS Travel	1,000.00
01 2410 580 2 001	TRAVEL	High School Principal Travel	1,000.00
01 2410 580 2 002	TRAVEL	Middle School Principal Travel	1,000.00
01 2410 610 1 003	GENERAL SUPPLIES	Eagle General Supplies	1,500.00
01 2410 610 1 004	GENERAL SUPPLIES	HES Principal Supplies	1,500.00
01 2410 610 1 006	GENERAL SUPPLIES	WIS Principal Supplies	3,000.00
01 2410 610 2 001	GENERAL SUPPLIES	HS Principal Supplies	1,500.00
01 2410 610 2 002	GENERAL SUPPLIES	MS Principal Supplies	2,300.00
01 2410 810 1 003	DUES AND FEES	Eagle Dues and Fees	1,050.00
01 2410 810 1 004	DUES AND FEES	Hamolow Principal General Supplies	600.00
01 2410 810 1 006	DUES AND FEES	WIS Principal Dues and Fess	850.00
01 2410 810 2 001	DUES AND FEES	High School Principal Dues and Fees	1,500.00
01 2410 810 2 002	DUES AND FEES	Middle School Principal Dues and Fees	850.00
01 2510 382 0 000	DISTANCE EDUCATION & TELECOMMUNICATIONS	District Distance Education & Telec	7,592.00
01 2510 443 0 000	RENTAL OF COMPUTERS AND EQUIPMENT	Rental of Computers & Equipment	54,000.00
01 2510 531 0 000	POSTAGE	Postage	2,500.00
01 2540 330 0 000	EMPLOYEE TRAINING AND DEVELOPMENT SVS	Employee Training & Development Svs	42,100.00
01 2560 735 0 000	TECHNOLOGY SOFTWARE	Technology Software	30,000.00
01 2570 116 0 000	SALARIES - PROF NON-CERTIFIED STAFF	2026-2027 All Personnel	147,018.00
01 2570 216 0 000	GROUP INSURANCE - PROF NON-CERTIFIED STA	2026-2027 All Personnel	12,032.00
01 2570 226 0 000	SOCIAL SECURITY PROF NON-CERTIFIED STAFF	2026-2027 All Personnel	10,883.00
01 2570 236 0 000	RETIREMENT - PROF NON-CERTIFIED STAFF	2026-2027 All Personnel	11,776.00
01 2570 330 0 000	EMPLOYEE TRAINING AND DEVELOPMENT SVS	HR - Employee Training and	2,500.00
01 2570 580 0 000	TRAVEL	HR - Travel	1,000.00
01 2570 610 0 000	GENERAL SUPPLIES	HR - Supplies	2,000.00
01 2570 810 0 000	DUES AND FEES	HR - Dues and Fees	750.00
01 2610 110 1 003	SALARIES - NON-INSTRUCTIONAL	2026-2027 All Personnel	152,104.00
01 2610 110 1 004	SALARIES - NON-INSTRUCTIONAL	2026-2027 All Personnel	133,260.00
01 2610 110 1 006	SALARIES - NON-INSTRUCTIONAL	2026-2027 All Personnel	109,200.00
01 2610 110 2 001	SALARIES - NON-INSTRUCTIONAL	2026-2027 All Personnel	284,942.00
01 2610 110 2 002	SALARIES - NON-INSTRUCTIONAL	2026-2027 All Personnel	118,512.00
01 2610 210 1 003	GROUP INSURANCE - NON-INSTRUCTIONAL	2026-2027 All Personnel	15,268.00
01 2610 210 1 004	GROUP INSURANCE - NON-INSTRUCTIONAL	2026-2027 All Personnel	14,546.00
01 2610 210 1 006	GROUP INSURANCE - NON-INSTRUCTIONAL	2026-2027 All Personnel	5,089.00
01 2610 210 2 001	GROUP INSURANCE - NON-INSTRUCTIONAL	2026-2027 All Personnel	23,734.00
01 2610 210 2 002	GROUP INSURANCE - NON-INSTRUCTIONAL	2026-2027 All Personnel	10,179.00
01 2610 220 1 003	SOCIAL SECURITY - NON-INSTRUCTIONAL	2026-2027 All Personnel	11,436.00
01 2610 220 1 004	SOCIAL SECURITY - NON-	2026-2027 All Personnel	10,167.00

Fund: 01 GENERAL FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
	INSTRUCTIONAL		
01 2610 220 1 006	SOCIAL SECURITY - NON-INSTRUCTIONAL	2026-2027 All Personnel	8,346.00
01 2610 220 2 001	SOCIAL SECURITY - NON-INSTRUCTIONAL	2026-2027 All Personnel	21,778.00
01 2610 220 2 002	SOCIAL SECURITY - NON-INSTRUCTIONAL	2026-2027 All Personnel	9,052.00
01 2610 230 1 003	RETIREMENT - NON-INSTRUCTIONAL	2026-2027 All Personnel	12,188.00
01 2610 230 1 004	RETIREMENT - NON-INSTRUCTIONAL	2026-2027 All Personnel	8,893.00
01 2610 230 1 006	RETIREMENT - NON-INSTRUCTIONAL	2026-2027 All Personnel	8,155.00
01 2610 230 2 001	RETIREMENT - NON-INSTRUCTIONAL	2026-2027 All Personnel	20,823.00
01 2610 230 2 002	RETIREMENT - NON-INSTRUCTIONAL	2026-2027 All Personnel	9,421.00
01 2610 410 0 000	UTILITY SERVICES	Utility Services	5,000.00
01 2610 410 1 003	UTILITY SERVICES	Eagle Eagle Utility Services	3,000.00
01 2610 410 1 004	UTILITY SERVICES	HES Utility Services	5,000.00
01 2610 410 1 006	UTILITY SERVICES	WIS Utility Services	17,500.00
01 2610 410 2 001	UTILITY SERVICES	HS Utility Services	17,500.00
01 2610 410 2 002	UTILITY SERVICES	MS Utility Services	8,000.00
01 2610 610 0 000	GENERAL SUPPLIES	District Maintenance Supplies	300,000.00
01 2610 610 1 003	GENERAL SUPPLIES	Eagle Maintenance Supplies	100,000.00
01 2610 610 1 004	GENERAL SUPPLIES	Hamlow Maintenance Supplies	100,000.00
01 2610 610 1 006	GENERAL SUPPLIES	WIS Maintenance Supplies	100,000.00
01 2610 610 2 001	GENERAL SUPPLIES	HS Maintenance Supplies	100,000.00
01 2610 610 2 002	GENERAL SUPPLIES	MS Maintenance Supplies	100,000.00
01 2610 621 0 000	UTILITY ENERGY SERVICES	District Utility Energy Service	13,500.00
01 2610 621 1 003	UTILITY ENERGY SERVICES	Eagle Utility Energy Service	113,000.00
01 2610 621 1 004	UTILITY ENERGY SERVICES	HES Utility Energy Service	53,956.00
01 2610 621 1 006	UTILITY ENERGY SERVICES	WIS Utility Energy Service	108,000.00
01 2610 621 2 001	UTILITY ENERGY SERVICES	HS Utility Energy Service	300,000.00
01 2610 621 2 002	UTILITY ENERGY SERVICES	MS Utility Energy Service	115,000.00
01 2620 110 0 000	SALARIES - NON-INSTRUCTIONAL	2026-2027 All Personnel	19,436.00
01 2620 110 2 001	SALARIES - NON-INSTRUCTIONAL	2026-2027 All Personnel	55,643.00
01 2620 110 2 002	SALARIES - NON-INSTRUCTIONAL	2026-2027 All Personnel	78,719.00
01 2620 116 0 000	SALARIES - PROF NON-CERTIFIED STAFF	2026-2027 All Personnel	93,324.00
01 2620 210 2 001	GROUP INSURANCE - NON-INSTRUCTIONAL	2026-2027 All Personnel	5,089.00
01 2620 210 2 002	GROUP INSURANCE - NON-INSTRUCTIONAL	2026-2027 All Personnel	5,089.00
01 2620 216 0 000	GROUP INSURANCE - PROF NON-CERTIFIED STA	2026-2027 All Personnel	11,959.00
01 2620 220 0 000	SOCIAL SECURITY - NON-INSTRUCTIONAL	2026-2027 All Personnel	2,649.00
01 2620 220 2 001	SOCIAL SECURITY - NON-INSTRUCTIONAL	2026-2027 All Personnel	4,233.00
01 2620 220 2 002	SOCIAL SECURITY - NON-INSTRUCTIONAL	2026-2027 All Personnel	6,022.00
01 2620 226 0 000	SOCIAL SECURITY PROF NON-CERTIFIED STAFF	2026-2027 All Personnel	6,824.00
01 2620 230 0 000	RETIREMENT - NON-INSTRUCTIONAL	2026-2027 All Personnel	2,735.00
01 2620 230 2 001	RETIREMENT - NON-INSTRUCTIONAL	2026-2027 All Personnel	4,452.00
01 2620 230 2 002	RETIREMENT - NON-INSTRUCTIONAL	2026-2027 All Personnel	5,289.00
01 2620 236 0 000	RETIREMENT - PROF NON-CERTIFIED STAFF	2026-2027 All Personnel	7,475.00
01 2620 340 0 000	OTHER PROFESSIONAL SERVICES	District Other Professional Services	1,500.00
01 2620 431 0 000	NON-TECH RELATED REPAIRS & MAINTENANCE	District Non-Tech Related Repairs & M	25,000.00
01 2620 431 1 003	NON-TECH RELATED REPAIRS & MAINTENANCE	Eagle Non-Tech Related Repairs & M	30,000.00
01 2620 431 1 004	NON-TECH RELATED REPAIRS &	HES Non-Tech Related Repairs & M	25,000.00

Fund: 01 GENERAL FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
	MAINTENANCE		
01 2620 431 1 006	NON-TECH RELATED REPAIRS & MAINTENANCE	WIS Non-Tech Related Repairs & M	25,000.00
01 2620 431 1 006	NON-TECH RELATED REPAIRS & MAINTENANCE	WIS Non-Tech Related Repairs & M	25,000.00
01 2620 431 2 001	NON-TECH RELATED REPAIRS & MAINTENANCE	HS Non-Tech Related Repairs & M	25,000.00
01 2620 431 2 002	NON-TECH RELATED REPAIRS & MAINTENANCE	MS Non-Tech Related Repairs & M	25,000.00
01 2620 432 2 001	TECHNOLOGY RELATED REPAIRS & MAINTENANCE	HS Non-Tech Related Repairs & M	25,000.00
01 2620 440 0 000	RENTAL - OTHER	District Rental - Other	3,000.00
01 2620 442 2 002	RENTAL OF EQUIPMENT AND VEHICLES	MS Rental of Equipment & Vehicles	52.00
01 2620 490 0 000	OTHER PURCHASED PROPERTY SERVICES	District Other Purchased Property Ser	476,000.00
01 2620 610 0 000	GENERAL SUPPLIES	2026-2027 All Personnel	15,195.00
01 2620 610 0 000	GENERAL SUPPLIES	Custodial Supplies - District	12,000.00
01 2620 610 1 003	GENERAL SUPPLIES	Custodial Supplies - Eagle	10,000.00
01 2620 610 1 004	GENERAL SUPPLIES	Custodial Supplies - Hamlow	10,000.00
01 2620 610 1 006	GENERAL SUPPLIES	WIS General Supplies	3,200.00
01 2620 610 2 001	GENERAL SUPPLIES	Custodial Supplies - Middle School	12,000.00
01 2620 610 2 002	GENERAL SUPPLIES	Custodial Supplies - High School	15,000.00
01 2620 734 0 000	TECHNOLOGY RELATED HARDWARE	District Tech Related Hardware	567.00
01 2620 735 0 000	TECHNOLOGY SOFTWARE	District Tech Software	450.00
01 2620 739 0 000	OTHER EQUIPMENT	District Other Equipment	2,100.00
01 2630 110 0 000	SALARIES - NON-INSTRUCTIONAL	2026-2027 All Personnel	125,498.00
01 2630 210 0 000	GROUP INSURANCE - NON-INSTRUCTIONAL	2026-2027 All Personnel	10,179.00
01 2630 220 0 000	SOCIAL SECURITY - NON-INSTRUCTIONAL	2026-2027 All Personnel	9,592.00
01 2630 230 0 000	RETIREMENT CONTRIBUTIONS- NON-INSTRUCTIO	2026-2027 All Personnel	8,651.00
01 2630 431 1 004	NON-TECH RELATED REPAIRS & MAINTENANCE	HES Non-Tech Related Repairs & M	5,100.00
01 2630 431 2 002	NON-TECH RELATED REPAIRS & MAINTENANCE	Non-Tech Related Repairs & Maintenance	5,000.00
01 2630 442 0 000	RENTAL OF EQUIPMENT AND VEHICLES	District Rental of Equipment & Vehicles	42,000.00
01 2630 610 0 000	GENERAL SUPPLIES	District General Supplies	2,300.00
01 2630 610 1 003	GENERAL SUPPLIES	Eagle General Supplies	3,800.00
01 2630 610 1 004	GENERAL SUPPLIES	HES General Supplies	3,600.00
01 2630 610 1 006	GENERAL SUPPLIES	WIS General Supplies	3,700.00
01 2630 610 2 001	GENERAL SUPPLIES	HS General Supplies	3,200.00
01 2630 610 2 002	GENERAL SUPPLIES	MS General Supplies	3,800.00
01 2670 431 0 000	NON-TECH RELATED REPAIRS & MAINTENANCE	District Safety Non Tech Related Repair	5,000.00
01 2670 610 0 000	GENERAL SUPPLIES	District Safety Related Supplies	15,000.00
01 2670 734 0 000	TECHNOLOGY RELATED HARDWARE	District Safety Tech Related Repair	5,000.00
01 2710 110 0 000	TRANSPORTATION SALARIES	2026-2027 All Personnel	486,894.00
01 2710 116 0 000	SALARIES - PROF NON-CERTIFIED STAFF	2026-2027 All Personnel	50,449.00
01 2710 210 0 000	GROUP INSURANCE - NON-INSTRUCTIONAL	2026-2027 All Personnel	16,714.00
01 2710 216 0 000	LIFE INSURANCE - PROF NON-CERTIFIED STAF	2026-2027 All Personnel	2,497.00
01 2710 220 0 000	SOCIAL SECURITY - NON INSTRUCTIONAL	2026-2027 All Personnel	36,505.00
01 2710 226 0 000	SOCIAL SECURITY PROF NON-CERTIFIED STAFF	2026-2027 All Personnel	3,856.00
01 2710 230 0 000	RETIREMENT - NON-INSTRUCTIONAL	2026-2027 All Personnel	32,139.00
01 2710 236 0 000	RETIREMENT - PROF NON-CERTIFIED STAFF	2026-2027 All Personnel	4,046.00

Fund: 01 GENERAL FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
01 2710 330 0 000	EMPLOYEE TRAINING AND DEVELOPMENT SVS	District Employee Training & Develo	2,500.00
01 2710 340 0 000	OTHER PROFESSIONAL SERVICES	Other Professional Services	7,900.00
01 2710 580 0 000	TRAVEL	Travel	183.00
01 2710 610 0 000	GENERAL SUPPLIES	Transportation Supplies	75,000.00
01 2710 626 0 000	GASOLINE	Transportation Gasoline	125,000.00
01 2710 732 0 000	VEHICLES	Transportation Vehicles	175,000.00
01 2710 734 0 000	TECHNOLOGY RELATED HARDWARE	Transportation Technology Hadward	5,000.00
01 2710 735 0 000	TECHNOLOGY SOFTWARE	Transporation Technology Software	2,500.00
01 2710 739 0 000	OTHER EQUIPMENT	Other Equipment	8,600.00
01 2712 110 0 000	SALARIES - NON-INSTRUCTIONAL	2026-2027 All Personnel	109,219.00
01 2712 116 0 000	SALARIES - PROF NON-CERTIFIED STAFF	2026-2027 All Personnel	50,450.00
01 2712 210 0 000	GROUP INSURANCE - NON-INSTRUCTIONAL	2026-2027 All Personnel	1,322.00
01 2712 216 0 000	LIFE INSURANCE - PROF NON-CERTIFIED STAF	2026-2027 All Personnel	2,497.00
01 2712 220 0 000	SOCIAL SECURITY - NON-INSTRUCTIONAL	2026-2027 All Personnel	8,347.00
01 2712 226 0 000	SOCIAL SECURITY PROF NON-CERTIFIED STAFF	2026-2027 All Personnel	3,856.00
01 2712 230 0 000	RETIREMENT - NON-INSTRUCTIONAL	2026-2027 All Personnel	8,442.00
01 2712 236 0 000	RETIREMENT - PROF NON-CERTIFIED STAFF	2026-2027 All Personnel	4,046.00
01 2712 610 0 000	GENERAL SUPPLIES	Transportation Supplies SPED	10,000.00
01 2712 626 0 000	GASOLINE	Transportation Gasolin SPED	25,000.00
01 3535 111 0 000	SALARIES - TEACHERS/PROF STAFF	2026-2027 All Personnel	83,421.00
01 3535 211 0 000	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	10,936.00
01 3535 221 0 000	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,983.00
01 3535 231 0 000	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,677.00
01 3535 610 0 000	GENERAL SUPPLIES	26-27 HAL General Supplies	1,000.00
01 3535 890 0 000	MISCELLANEOUS EXPENDITURES	26-27 HAL Misc Fees	4,500.00
01 3540 111 1 003	SALARIES - TEACHERS/PROF STAFF	2026-2027 All Personnel	73,161.00
01 3540 111 1 004	SALARIES - TEACHERS/PROF STAFF	2026-2027 All Personnel	73,173.00
01 3540 112 1 003	SALARIES - AIDES AND ASSISTANTS	2026-2027 All Personnel	25,348.00
01 3540 112 1 004	SALARIES - AIDES AND ASSISTANTS	2026-2027 All Personnel	24,801.00
01 3540 211 1 003	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	4,301.00
01 3540 211 1 004	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	11,569.00
01 3540 221 1 003	SOCIAL SECURITY - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,588.00
01 3540 221 1 004	SOCIAL SECURITY - TEACHERS	2026-2027 All Personnel	5,119.00
01 3540 222 1 003	SOCIAL SECURITY AIDES AND ASSISTANTS	2026-2027 All Personnel	1,939.00
01 3540 222 1 004	SOCIAL SECURITY AIDES AND ASSISTANTS	2026-2027 All Personnel	1,897.00
01 3540 231 1 003	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,861.00
01 3540 231 1 004	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,865.00
01 3540 232 1 003	RETIREMENT FOR AIDS AND ASSISTANTS	2026-2027 All Personnel	1,972.00
01 3540 232 1 004	RETIREMENT FOR AIDS AND ASSISTANTS	2026-2027 All Personnel	2,001.00
01 3540 320 1 003	PROFESSIONAL EDUCATIONAL SERVICES EC - Eagle PDS		500.00
01 3540 320 1 004	PROFESSIONAL EDUCATIONAL SERVICES EC - Hamlow PDS		400.00
01 3540 333 1 003	MILEAGE PAID TO STAFF	EC - Eagle Mileage	200.00
01 3540 333 1 004	MILEAGE PAID TO STAFF	EC - Hamlow Mileage	200.00
01 3540 580 1 003	TRAVEL	EC - PD Eagle Travel	200.00
01 3540 580 1 004	TRAVEL	EC - PD Hamlow Travel	200.00
01 3540 610 1 003	GENERAL SUPPLIES	EC - Eagle Supplies	10,000.00

Fund: 01 GENERAL FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
01 3540 610 1 004	GENERAL SUPPLIES	EC - Hamlow Supplies	10,000.00
01 3540 733 1 003	FURNITURE AND FIXTURES	EC - Eagle Furniture	2,000.00
01 3540 733 1 004	FURNITURE AND FIXTURES	EC - Hamlow Furniture	2,000.00
01 3540 735 1 003	TECHNOLOGY SOFTWARE	EC - Eagle Software	1,500.00
01 3540 735 1 004	TECHNOLOGY SOFTWARE	EC - Eagle Software	1,500.00
01 3551 610 0 000	GENERAL SUPPLIES	General Supplies	4,900.00
01 6200 111 1 003	SALARIES - TEACHERS/PROF STAFF	2026-2027 All Personnel	42,563.00
01 6200 111 1 006	SALARIES - TEACHERS/PROF STAFF	2026-2027 All Personnel	56,368.00
01 6200 211 1 003	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	11,532.00
01 6200 211 1 006	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	84.00
01 6200 221 1 003	SOCIAL SECURITY	2026-2027 All Personnel	2,908.00
01 6200 221 1 006	SOCIAL SECURITY	2026-2027 All Personnel	4,312.00
01 6200 231 1 003	RETIREMENT	2026-2027 All Personnel	3,410.00
01 6200 231 1 006	RETIREMENT	2026-2027 All Personnel	4,507.00
01 6310 111 1 006	SALARIES - TEACHERS/PROF STAFF	2026-2027 All Personnel	23,214.00
01 6310 211 1 006	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	3,590.00
01 6310 221 1 006	SOCIAL SECURITY	2026-2027 All Personnel	1,716.00
01 6310 231 1 006	RETIREMENT	2026-2027 All Personnel	1,860.00
01 6406 395 0 000	SUBCONTRACTS: \$25,2000 OR LESS	Subcontracts \$25, 2000 or Less	6,600.00
01 6408 111 0 000	SALARIES - TEACHERS	2026-2027 All Personnel	84,695.00
01 6408 111 1 000	SALARIES - TEACHERS	2026-2027 All Personnel	82,629.00
01 6408 111 2 000	SALARIES - TEACHERS	2026-2027 All Personnel	67,351.00
01 6408 112 1 000	SALARIES - AIDES AND ASSISTANTS	2026-2027 All Personnel	33,281.00
01 6408 131 0 000	SALARIES - OT TEACHERS/PROF STAFF	2026-2027 All Personnel	452.00
01 6408 131 2 000	SALARIES - OT TEACHERS/PROF STAFF	2026-2027 All Personnel	282.00
01 6408 211 0 000	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	13,457.00
01 6408 211 1 000	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	11,453.00
01 6408 211 2 000	GROUP INSURANCE - TEACHERS/PROF STAFF	2026-2027 All Personnel	4,953.00
01 6408 221 0 000	SOCIAL SECURITY - TEACHERS	2026-2027 All Personnel	6,276.00
01 6408 221 1 000	SOCIAL SECURITY - TEACHERS	2026-2027 All Personnel	6,265.00
01 6408 221 2 000	SOCIAL SECURITY - TEACHERS	2026-2027 All Personnel	5,174.00
01 6408 222 1 000	SOCIAL SECURITY AIDES AND ASSISTANTS	2026-2027 All Personnel	2,546.00
01 6408 231 0 000	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,822.00
01 6408 231 1 000	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	6,620.00
01 6408 231 2 000	RETIREMENT - TEACHERS/PROF STAFF	2026-2027 All Personnel	5,418.00
01 6408 232 1 000	RETIREMENT FOR AIDES AND ASSISTANTS	2026-2027 All Personnel	2,689.00
01 6408 320 0 000	PROFESSIONAL EDUCATIONAL SERVICES	Professional Educational Services	9,800.00
01 6408 320 1 000	PROFESSIONAL EDUCATIONAL SERVICES	Professional Educational Services	6,000.00
01 6408 333 0 000	MILEAGE PAID TO STAFF	Mileage Paid to Staff	700.00
01 6408 333 1 000	MILEAGE PAID TO STAFF	Mileage Paid to Staff	1,200.00
01 6408 334 0 000	MILEAGE PAID - OTHER	Mileage Paid - Other	500.00
01 6408 395 0 000	SUBCONTRACTS: \$25,2000 OR LESS	Subcontracts \$25, 2000 or Less	6,900.00
01 6408 591 0 000	SVS PURCHASED FROM ANOTHER SCHOOL DIST	Svs Purchased from Another School	25,000.00
01 6408 610 0 000	GENERAL SUPPLIES	General Supplies	500.00
01 6408 610 1 000	GENERAL SUPPLIES	General Supplies	700.00
01 6412 320 0 000	PROFESSIONAL EDUCATIONAL SERVICES	Professional Educational Services	29,300.00
01 6990 131 0 000	SALARIES - OT TEACHERS/PROF STAFF	SPDG - Stipends	6,000.00
01 6990 320 0 000	PROFESSIONAL EDUCATIONAL SERVICES	SPDG Subaward Package	17,500.00
01 6990 580 0 000	TRAVEL	SPDG - Travel	2,500.00
01 8000 912 0 000	FUNDS TRANSFER TO SCHOOL	Funds Transfer to School Nutrition Fund	150,000.00

Fund: 01 GENERAL FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
	NUTRITION FUND		
01 8000 913 2 001	FUNDS TRANSFER TO ACTIVITIES FUND	HS Funds Transfer to Activities Fund	100,000.00
		Account Type Total: Expenditure	33,800,000.00

Fund: 02 DEPRECIATION FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
Account Type: Expenditure			
02 2900 350 0 000	TECHNICAL SERVICES	Depreciation Technical Services	300,000.00
02 2900 610 0 000	GENERAL SUPPLIES	Depreciation General Supplies	962,344.00
02 2900 640 0 000	BOOKS AND PERIODICALS	Depreciation Books and Periodicals	120,000.00
02 2900 732 0 000	VEHICLES	Depreciation Vehicles	230,000.00
02 2900 733 0 000	FURNITURE AND FIXTURES	Depreciation Furniture and Fixtures	400,000.00
02 2900 734 0 000	TECHNOLOGY RELATED HARDWARE	Depreciation Technology	25,000.00
		Account Type Total: Expenditure	2,037,344.00

Fund: 06 HOT LUNCH FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
Account Type: Expenditure			
06 3100 110 1 003	SALARIES - NON-INSTRUCTIONAL	Eagle Nutrition Salaries	72,000.00
06 3100 110 1 004	SALARIES - NON-INSTRUCTIONAL	Hamlow Nutrition Salaries	96,000.00
06 3100 110 1 006	SALARIES - NON-INSTRUCTIONAL	WIS Nutrition Salaries	90,000.00
06 3100 110 2 001	SALARIES - NON-INSTRUCTIONAL	HS Nutrition Salaries	140,000.00
06 3100 110 2 002	SALARIES - NON-INSTRUCTIONAL	MS Nutrition Salaries	95,000.00
06 3100 116 0 000	SALARIES - PROF NON-CERTIFIED STAFF	District Nutrition Salaries	78,000.00
06 3100 210 1 003	GROUP INSURANCE - NON-INSTRUCTIONAL	Eagle Nutrition Group Insurance	5,500.00
06 3100 210 1 004	GROUP INSURANCE - NON-INSTRUCTIONAL	Hamlow Nutrition Group Insurance	5,500.00
06 3100 210 1 006	GROUP INSURANCE - NON-INSTRUCTIONAL	WIS Nutrition Group Insurance	5,500.00
06 3100 210 2 001	GROUP INSURANCE - NON-INSTRUCTIONAL	HS Nutrition Group Insurance	5,500.00
06 3100 210 2 002	GROUP INSURANCE - NON-INSTRUCTIONAL	MS Nutrition Group Insurance	5,500.00
06 3100 220 1 003	SOCIAL SECURITY - NON-INSTRUCTIONAL	Eagle Nutrition SS	6,500.00
06 3100 220 1 004	SOCIAL SECURITY - NON-INSTRUCTIONAL	Hamlow Nutrition SS	7,500.00
06 3100 220 1 006	SOCIAL SECURITY - NON-INSTRUCTIONAL	WIS Nutrition SS	6,500.00
06 3100 220 2 001	SOCIAL SECURITY - NON-INSTRUCTIONAL	HS Nutrition SS	8,000.00
06 3100 220 2 002	SOCIAL SECURITY - NON-INSTRUCTIONAL	MS Nutrition SS	7,700.00
06 3100 230 1 003	RETIREMENT - NON-INSTRUCTIONAL	Eagle Nutrition Retirement	6,500.00
06 3100 230 1 004	RETIREMENT - NON-INSTRUCTIONAL	Hamlow Nutrition Retirement	7,500.00
06 3100 230 1 006	RETIREMENT - NON-INSTRUCTIONAL	WIS Nutrition Retirement	6,500.00
06 3100 230 2 001	RETIREMENT - NON-INSTRUCTIONAL	HS Nutrition Retirement	7,500.00
06 3100 230 2 002	RETIREMENT - NON-INSTRUCTIONAL	MS Nutrition Retirement	8,000.00
06 3100 236 0 000	RETIREMENT - PROF NON-CERTIFIED STAFF	District Nutrition Retirement	6,500.00
06 3100 280 1 003	HEALTH BENEFITS - NON-INSTRUCTIONAL	Eagle Nutrition Health Benefits	7,500.00
06 3100 280 1 004	HEALTH BENEFITS - NON-INSTRUCTIONAL	Hamlow Nutrition Health Benefits	7,500.00
06 3100 280 1 006	HEALTH BENEFITS - NON-INSTRUCTIONAL	WIS Nutrition Health Benefits	7,500.00
06 3100 280 2 001	HEALTH BENEFITS - NON-INSTRUCTIONAL	HS Nutrition Health Benefits	7,500.00
06 3100 280 2 002	HEALTH BENEFITS - NON-	MS Nutrition Health Benefits	7,500.00

Fund: 06 HOT LUNCH FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
	INSTRUCTIONAL		
06 3100 286 0 000	HEALTH BENEFITS PROF NON-CERTIFIED STAFF	District Nutrition Health Ben NonCert	25,000.00
06 3100 340 0 000	OTHER PROFESSIONAL SERVICES	Nutrition Professional Services	7,000.00
06 3100 431 0 000	NON-TECH RELATED REPAIRS & MAINTENANCE	Nutrition Non-Tech Related Repairs and M	75,000.00
06 3100 610 0 000	GENERAL SUPPLIES	Nutrition General Supplies	100,000.00
06 3100 630 0 000	FOOD	Nutrition Food	896,578.00
06 3100 643 0 000	WEB/CLOUD BASED SOFTWARE	Nutrition Web/Cloud Based Software	4,500.00
06 3100 731 0 000	MACHINERY	Nutrition Machinery	100,000.00
06 3100 733 0 000	FURNITURE AND FIXTURES	Nutrition Furniture and Fixtures	20,000.00
06 3100 739 0 000	OTHER EQUIPMENT	Nutrition Other Equipment	45,000.00
06 3100 890 0 000	MISCELLANEOUS EXPENDITURES	Nutrition Misc Expenditures	3,500.00
Account Type Total: Expenditure			1,991,278.00

Fund: 07 BOND FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
Account Type: Expenditure			
07 5000 831 0 000	REDEMPTION OF PRINCIPAL	Loan Payments	2,300,000.00
07 5000 832 0 000	INTEREST ON LONG-TERM DEBT	Interest Payments	200,000.00
Account Type Total: Expenditure			2,500,000.00

Fund: 08 SPECIAL BUILDING FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
Account Type: Expenditure			
08 2620 340 0 000	OTHER PROFESSIONAL SERVICES	Maintenance of Buildings - Other Pro Ser	100,000.00
08 4700 720 0 000	BUILDINGS	District Maintenance	4,663,776.00
08 4700 720 1 003	BUILDINGS	Eagle Building Improvements	100,000.00
08 4700 720 1 004	BUILDINGS	Hamlow Building Improvements	100,000.00
08 4700 720 1 006	BUILDINGS	WIS Building Improvements	100,000.00
08 4700 720 2 001	BUILDINGS	H.S. Building Improvements	100,000.00
08 4700 720 2 002	BUILDINGS	M.S. Building Improvements	100,000.00
08 5000 831 0 000	REDEMPTION OF PRINCIPAL	Redemption of Principal	305,248.00
Account Type Total: Expenditure			5,569,024.00

Fund: 09 QUALIFIED CAPITAL PURPOSE FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Description</u>	<u>Amount</u>
Account Type: Expenditure			
09 4500 340 0 000	OTHER PROFESSIONAL SERVICES	QCPUF Work to be done in 26-27	1,261,325.00
09 5000 832 0 000	INTEREST ON LONG-TERM DEBT	Interest Payment QCPUF Due (05.15.27)	100,212.50
09 5000 833 0 000	BOND ISSUANCE AND OTHER DEBT-RELATED COS	Principal QCPUF 2024 Due (11.15.26)	643,462.50
Account Type Total: Expenditure			2,005,000.00

General Fund 33,800,000
 Depreciation 2,037,344
 Hot Lunch 1,991,278
 Bond Fund 2,500,000
 Special Build 5,569,024
 QCPUF 2,005,000

47,917,729

Activities 1,979,361



School District 145 - Waverly

Preliminary Engineering Analysis

July 20, 2026

Jacob Hurla
President

jhurla@communitybuildingsolutions.com
785.580.3014



Preliminary Engineering Analysis

Overview of Agenda

Existing System Evaluation

- Waverly High School
- Waverly Middle School
- Waverly Intermediate School
- Eagle Elementary School
- Hamlow Elementary School

Proposed Upgrades

- Immediate Needs
- 2-5 Year Needs
- 5-10 Year Needs
- 10-20 Year Needs

Financial and Schedule

- Turnkey Project Costs
- Project Timeline

Preliminary Engineering Analysis

Overview of Agenda

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- 10-20 Year Needs

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- Turnkey Project Costs
- Project Timeline

Preliminary Engineering Analysis

Summary of Identified Infrastructure Needs

1 Immediate Needs

- Waverly High School
HVAC: \$5.5 million
CTE Exhaust: \$450,000
Vestibule: \$1.4 million
- Waverly Middle School
Vestibule: \$1 million
- Waverly Intermediate School
Roof: \$600,000
Vestibule: \$350,000
- Hamlow Elementary School
Windows: \$350,000
Vestibule: \$600,000
- Eagle Elementary School
Windows: \$400,000
Vestibule: \$1.2 million

2 2-5 Year Needs

- Waverly Middle School
HVAC: \$4.5 million
- Eagle Elementary School
HVAC: \$100,000
- Waverly Intermediate School
MDP (Electrical): \$100,000

3 5-10 Year Needs

- Waverly Intermediate School
HVAC – Chiller
- Eagle Elementary School
Windows

4 10-20 Year Needs

- District-Wide
Lighting
HVAC Controls
- Waverly High School
Roof
Windows
Doors
- Waverly Intermediate School
HVAC
Windows
- Hamlow Elementary School
HVAC
Windows
- Eagle Elementary School
HVAC

Waverly High School

HVAC Systems

Variable Air Volume (VAV) System

- Four boilers provide hot water for heating
- Condensing Units on roof for cooling
- 17 air handlers in five penthouses
- 88 VAV boxes throughout building
- Majority of equipment original to 1997 construction and beyond ASHRAE median service life of 20 years
- Temperature control & humidity issues
- New HVAC controls district-wide
- One penthouse has new equipment



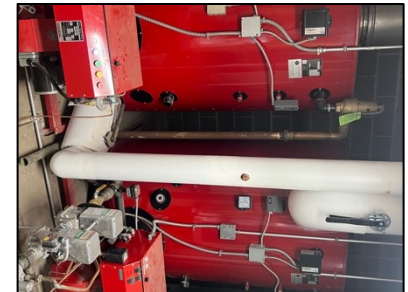
1997 Condensing Units



1997 Condensing Units



Penthouse Air Handler



1997 Hot Water Boilers



2022 Updated Condensing Unit



2025/2026 Updated Controls

Waverly High School

CTE Exhaust Systems

Welding and Wood Shop Exhaust

- Undersized exhaust system for wood shop original to building installation and beyond expected useful life
- Exhaust duct failing and duct-taped in several areas
- Has lost exhaust capacity over time
- Smokeeater air cleaner serves welding shop
- Relatively new but undersized for existing welding stations



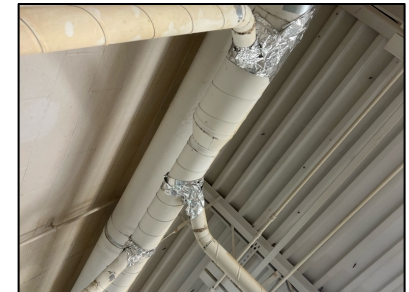
Outdoor Exhaust for Shops



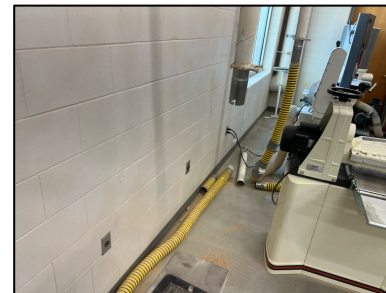
Smoke Eater Exhaust



Existing Shop Exhaust System



Duct-Taped Exhaust Duct



Broken Welding Exhaust Arm



Smoke Eater Timer

Waverly High School

Building Envelope

Windows & Doors

- Installed in approximately 2012
- Generally in good condition
- Likely 20+ years of life with proper maintenance

Roofing

- Installed in approximately 2014
- Generally in good condition
- Likely ~8 years of life with proper maintenance



Aluminum Entry Doors



Double-Pane, Aluminum Windows



Interior Door View



Interior Windows View



Rubber Membrane Roof



Slight Ponding on Roof

Waverly High School

Safety and Security

Building Access Control

- Main offices in center of building have limited means of access control
- Visitors must be allowed into vestibule but then have no restrictions once inside building



High School Covered Main Entry



High School Entry Doors



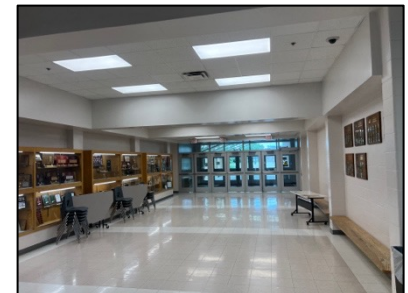
High School Entry Vestibule



High School Main Offices



High School Office Interior



High School Student Entryway

Waverly Middle School

HVAC Systems

Ground-Source Heat-Pump System

- System original to 2007 construction
- ~94 heat pumps throughout building
- ERVs on roof for fresh air
- Units approaching ASHRAE median service life of 20 years
- System in good operating condition but wholesale replacement recommended within next five years



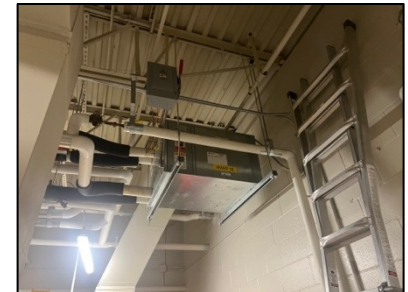
Typical Exposed Heat Pump



Penthouse Heat Pumps



Penthouse Heat Pumps



Suspended Heat Pump



2025/2026 Updated Controls



Exposed Weight Room Heat Pump

Waverly Middle School

Building Envelope

Windows & Doors

- Original to 2007 Construction
- Generally in good condition
- Likely 15+ years of life with proper maintenance

Roofing

- Installed in approximately 2019
- Generally in good condition
- Likely 12+ years of life with proper maintenance
- *(No roof photos – no access this day)*



Typical Aluminum Window Frame



Interior Windows View



Double-Pane Aluminum Windows



Interior Entry Doors



Windows – East Elevation



Caulked 2007 Aluminum Windows

Waverly Middle School

Safety and Security

Building Access Control

- Main offices in center of building have limited means of access control
- Visitors must be allowed into vestibule but then have no restrictions once inside building



Middle School Main West Entry



Middle School Main West Entry



West Middle School Vestibule



West Middle School Office View



East Middle School Entry



Full View West Middle School Entry

Waverly Intermediate School

HVAC Systems

Variable Refrigerant Flow (VRF) System

- System installed in 2017
- Chiller replaced in 2012
- Most equipment retains ~10 years before reaching ASHRAE median service life of 20 years
- Chiller ~five years before ASHRAE life

Rooftop Units & Perimeter Heat

- Additional systems supplement VRF
- Equipment installed in 2017
- ~10 years before reaching ASHRAE median service life of 20 years



Daikin Fresh Air ERV Units



Trane Packaged Rooftop Unit



Outdoor VRF Units



2012 Chiller - Trane



Daikin Air Handlers Installed 2017



VRF Thermostats

Waverly Intermediate School

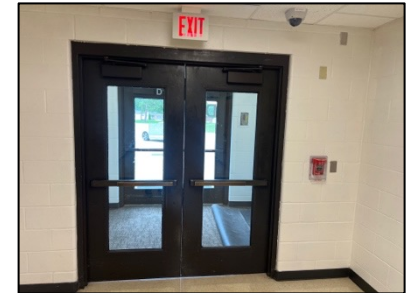
Building Envelope

Windows & Doors

- Installed in approximately 2003
- Generally in fair condition
- Replace as needed; wholesale replacement in ~10 years



20+ Year Old Double Doors



20+ Year Old Interior Doors



20+ Year Old Double Pane Windows



20+ Year Old Double Pane Windows

Roofing

- Bitumen roof installed in approximately 2003
- Poor condition; bubbling roof, losing top-coat granules, soft spots in roof
- Immediate replacement recommended



Buckling/Bubbled Rubber Roof



20+ Year Old Failing Roof

Waverly Intermediate School

Safety and Security

Building Access Control

- Visitors must be allowed into vestibule but then have no restrictions once inside building
- Central offices near main entry allows for better security/observance of visitors



WIS Main Entry



WIS Main Entry



WIS Main Entry/Office View



WIS Main Entry Vestibule

Hamlow Elementary School

HVAC Systems

Ground-Source Heat-Pump System

- System installed in 2025
- Upgrade in ~2045



Heat Pumps in Penthouse



Heat Pump Installation 2025



2025/2026 Updated Controls



2025/2026 Updated Controls

Hamlow Elementary School

Building Envelope

Windows & Doors

- 1970s portion of building has antiquated single-pane windows in relatively poor condition
- 2002 addition in good condition and likely retain 15+ years of life with proper maintenance

Roofing

- Installed in approximately 2015
- Generally in good condition
- Likely 10+ years of life with proper maintenance



Rusted Single Pane Window



Single Pane Window



Single Pane Doorway



Double Pane Windows



Rubber Membrane Roof



Rubber Membrane Roof

Hamlow Elementary School

Safety and Security

Building Access Control

- Main offices in center of building have limited means of access control
- Visitors must be allowed into vestibule but then have no restrictions once inside building



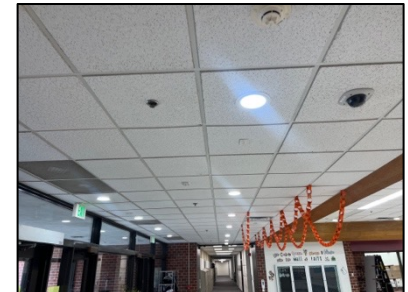
Office View from Main Vestibule



Hamlow Elementary Main Entry



Hamlow Main Entry



Hamlow Interior Main Entry

Eagle Elementary School

HVAC Systems

Penthouse Rooftop Units

- System components installed in 2025
- Upgrade in ~2045

Individual Rooftop Units

- Majority of units installed in 2025 and should operate for ~20 years
- Two units installed in 2012 and likely need to be replaced in five years



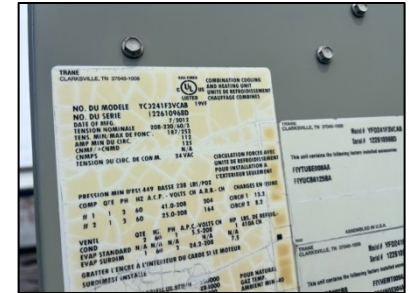
2025 Trane Kitchen Unit



2025 Trane Unit



2025 Trane 40-ton Unit



2012 Trane Units



2025/2026 Updated Controls



2012 Trane Units

Eagle Elementary School

Building Envelope

Windows & Doors

- North and East: installed in ~2000 are in fair condition and likely warrant replacement in 10 years
- South and West: 1970s portion of building has antiquated single-pane windows in relatively poor condition

Roofing

- Installed in approximately 2019
- Generally in good condition
- Likely 10+ years of life with proper maintenance



Single Pane Window



Single Pane Window



Double Pane Window



Rusted Single Pane Window



Rubber Membrane Roof



Rubber Membrane Roof

Eagle Elementary School

Safety and Security

Building Access Control

- Main offices in center of building have limited means of access control
- Visitors must be allowed into vestibule but then have no restrictions once inside building



Eagle Main Entry



Eagle Main Entry Vestibule



Eagle Main Entry Doors



Main Entry Interior View

School District 145 - Waverly

Electrical and Lighting Systems

Electrical Systems

- No reported issues with electrical capacity
- Main Distribution Panel at WIS warrants replacement based on age

Lighting Systems

- Upgraded all T8 and T12 fluorescent fixtures to LED fixtures in 2025
- Fixtures have 18-year median useful life and should not require large-scale replacement until 2040s



Outdated Main Panel at WIS



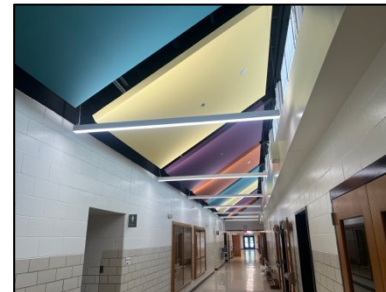
1997 High School Panel



High School 2x4 LEDs



Middle School Library LEDs



WIS Hallway LEDs



High School Weight Room LEDs

Preliminary Engineering Analysis

Overview of Agenda

Existing System Evaluation

- Waverly High School
- Waverly Middle School
- Waverly Intermediate School
- Eagle Elementary School
- Hamlow Elementary School

Proposed Upgrades

- Immediate Needs
- 2-5 Year Needs
- 5-10 Year Needs
- 10-20 Year Needs

Financial and Schedule

- Turnkey Project Costs
- Project Timeline

Waverly High School HVAC Upgrades

Replace Antiquated Equipment

Update Existing VAV System (Phase I Already Done)

- Replace existing condensing units with 80-ton chillers
- Replace existing boilers with new condensing boilers
- Replace existing VAV boxes with hot gas reheat units
- Reuse existing air handlers
- Integrate with new HVAC control system



FACILITY PRIORITIES

1 Immediate Needs

- Waverly High HVAC
- Waverly High CTE Exhaust
- Waverly Intermediate Roof
- Hamlow Elementary Windows
- Eagle Elementary Windows
- District-Wide: Secure Entries

2 2-5 Year Needs

- Waverly Middle HVAC
- Eagle Elementary HVAC
- Waverly Intermediate MDP

3 5-10 Year Needs

- Waverly Intermediate Chiller
- Eagle Elementary Windows

4 10-20 Year Needs

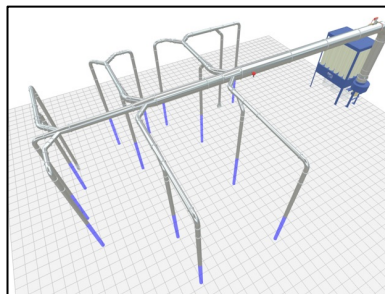
- District-Wide Lighting
- District-Wide HVAC Controls
- WHS: Windows, Doors, Roof
- WIS: HVAC, Windows
- Hamlow: HVAC, Windows
- Eagle: HVAC

Waverly High School CTE Exhaust

Design and Install Separate Exhaust Systems

Wood Shop & Welding Shop Exhaust Upgrades

- Wood dust collector system with 10 inlet stations
- Welding dust collector system with 15 stations & 1 torch table
- Demo all existing duct and install new duct for each shop
- Properly designed and sized



FACILITY PRIORITIES

1 Immediate Needs

- Waverly High HVAC
- **Waverly High CTE Exhaust**
- Waverly Intermediate Roof
- Hamlow Elementary Windows
- Eagle Elementary Windows
- District-Wide: Secure Entries

2 2-5 Year Needs

- Waverly Middle HVAC
- Eagle Elementary HVAC
- Waverly Intermediate MDP

3 5-10 Year Needs

- Waverly Intermediate Chiller
- Eagle Elementary Windows

4 10-20 Year Needs

- District-Wide Lighting
- District-Wide HVAC Controls
- WHS: Windows, Doors, Roof
- WIS: HVAC, Windows
- Hamlow: HVAC, Windows
- Eagle: HVAC

Waverly Intermediate Roof Replacement

Replace Existing Bitumen Roof

Identify and Address Roof Upgrade Solution

- Several options for extending roof life at WIS
- Coating, Bitumen Overlay, or EPDM/TPO replacement
- Differences in budget and length of warranty



FACILITY PRIORITIES

1 Immediate Needs

- Waverly High HVAC
- Waverly High CTE Exhaust
- **Waverly Intermediate Roof**
- Hamlow Elementary Windows
- Eagle Elementary Windows
- District-Wide: Secure Entries

2 2-5 Year Needs

- Waverly Middle HVAC
- Eagle Elementary HVAC
- Waverly Intermediate MDP

3 5-10 Year Needs

- Waverly Intermediate Chiller
- Eagle Elementary Windows

4 10-20 Year Needs

- District-Wide Lighting
- District-Wide HVAC Controls
- WHS: Windows, Doors, Roof
- WIS: HVAC, Windows
- Hamlow: HVAC, Windows
- Eagle: HVAC

Hamlow Elementary Windows Upgrades

One-for-One Replacement

Replace Antiquated Windows

- Remove existing windows
- Install new double pane windows
- Aluminum frames
- Operable vs. Fixed
- Low-e, thermally broken



FACILITY PRIORITIES

1 Immediate Needs

- Waverly High HVAC
- Waverly High CTE Exhaust
- Waverly Intermediate Roof
- **Hamlow Elementary Windows**
- Eagle Elementary Windows
- District-Wide: Secure Entries

2 2-5 Year Needs

- Waverly Middle HVAC
- Eagle Elementary HVAC
- Waverly Intermediate MDP

3 5-10 Year Needs

- Waverly Intermediate Chiller
- Eagle Elementary Windows

4 10-20 Year Needs

- District-Wide Lighting
- District-Wide HVAC Controls
- WHS: Windows, Doors, Roof
- WIS: HVAC, Windows
- Hamlow: HVAC, Windows
- Eagle: HVAC

Eagle Elementary Windows Upgrades

One-for-One Replacement

Replace Antiquated Windows

- Remove existing windows
- Install new double pane windows
- Aluminum frames
- Operable vs. Fixed
- Low-e, thermally broken



FACILITY PRIORITIES

1 Immediate Needs

- Waverly High HVAC
- Waverly High CTE Exhaust
- Waverly Intermediate Roof
- Hamlow Elementary Windows
- **Eagle Elementary Windows**
- District-Wide: Secure Entries

2 2-5 Year Needs

- Waverly Middle HVAC
- Eagle Elementary HVAC
- Waverly Intermediate MDP

3 5-10 Year Needs

- Waverly Intermediate Chiller
- Eagle Elementary Windows

4 10-20 Year Needs

- District-Wide Lighting
- District-Wide HVAC Controls
- WHS: Windows, Doors, Roof
- WIS: HVAC, Windows
- Hamlow: HVAC, Windows
- Eagle: HVAC

District-Wide Secure Entrances

Construct Secure Entries at Each District Site

Three Points of Controlled Access Into Each Building

- Add interior walls to some buildings; construct new at others
- 3 controlled access points into the building to meet standard practices
- Entry to lead directly to main office at each building
- Significantly reduces likelihood of unwanted visitor gaining unwanted access



FACILITY PRIORITIES

1 Immediate Needs

- Waverly High HVAC
- Waverly High CTE Exhaust
- Waverly Intermediate Roof
- Hamlow Elementary Windows
- Eagle Elementary Windows
- **District-Wide: Secure Entries**

2 2-5 Year Needs

- Waverly Middle HVAC
- Eagle Elementary HVAC
- Waverly Intermediate MDP

3 5-10 Year Needs

- Waverly Intermediate Chiller
- Eagle Elementary Windows

4 10-20 Year Needs

- District-Wide Lighting
- District-Wide HVAC Controls
- WHS: Windows, Doors, Roof
- WIS: HVAC, Windows
- Hamlow: HVAC, Windows
- Eagle: HVAC

Waverly Middle HVAC Upgrades

Upgrade Antiquated Heat Pumps

Install Modern Heat Pumps

- Replace 94 outdated units
- New units' capacity will match existing
- Connect to existing geothermal loop
- Ensure ongoing comfort and operation
- Integrate with new HVAC control system
- Apply for & receive any applicable incentives/tax credits



FACILITY PRIORITIES

1 Immediate Needs

- Waverly High HVAC
- Waverly High CTE Exhaust
- Waverly Intermediate Roof
- Hamlow Elementary Windows
- Eagle Elementary Windows
- District-Wide: Secure Entries

2 2-5 Year Needs

- **Waverly Middle HVAC**
- Eagle Elementary HVAC
- Waverly Intermediate MDP

3 5-10 Year Needs

- Waverly Intermediate Chiller
- Eagle Elementary Windows

4 10-20 Year Needs

- District-Wide Lighting
- District-Wide HVAC Controls
- WHS: Windows, Doors, Roof
- WIS: HVAC, Windows
- Hamlow: HVAC, Windows
- Eagle: HVAC

Eagle Elementary HVAC Upgrades

Install Like-Capacity Packaged Rooftop Units

Replace 2012 RTUs Serving Large Spaces

- Replace two outdated units
- New units' capacity will match existing
- Ensure ongoing comfort and operation
- Integrate with existing or new HVAC control system



FACILITY PRIORITIES

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- Waverly High CTE Exhaust
- Waverly Intermediate Roof
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- Eagle Elementary Windows
- District-Wide: Secure Entries

2 2-5 Year Needs

- Waverly Middle HVAC
- **Eagle Elementary HVAC**
- Waverly Intermediate MDP

3 5-10 Year Needs

- Waverly Intermediate Chiller
- Eagle Elementary Windows

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- District-Wide HVAC Controls
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- Hamlow: HVAC, Windows
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Waverly Intermediate Electrical

Upgrade Building Main Distribution Panel

Replace Antiquated Main Switchboard

- 1200amp, 3phase panel original to construction
- New units' capacity will match existing



FACILITY PRIORITIES

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- **Waverly Intermediate MDP**

3 5-10 Year Needs

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- Eagle: HVAC

Waverly Intermediate HVAC

Replace Existing 2012 Trane Chiller

Replace Chiller with Like Unit

- Install New Chiller in existing location
- New units' capacity will match existing
- Ensure ongoing comfort and operation
- Integrate with new HVAC control system



FACILITY PRIORITIES

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- **Waverly Intermediate Chiller**
- Eagle Elementary Windows

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- District-Wide HVAC Controls
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- WIS: HVAC, Windows
- Hamlow: HVAC, Windows
- Eagle: HVAC

Eagle Elementary Windows Upgrades

One-for-One Replacement

Replace Antiquated Windows

- Remove existing windows and doors from ~2000
- Install new double pane windows
- Aluminum frames
- Operable vs. Fixed
- Low-e, thermally broken



FACILITY PRIORITIES

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- Waverly High CTE Exhaust
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Vestibule: \$1 million
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Roof: \$600,000
Vestibule: \$350,000
- Hamlow Elementary School
Windows: \$350,000
Vestibule: \$600,000
- Eagle Elementary School
Windows: \$400,000
Vestibule: \$1.2 million

2 2-5 Year Needs

- Waverly Middle School
HVAC: \$4.5 million
- Eagle Elementary School
HVAC: \$100,000
- Waverly Intermediate School
MDP (Electrical): \$100,000

3 5-10 Year Needs

- Waverly Intermediate School
HVAC – Chiller
- Eagle Elementary School
Windows

4 10-20 Year Needs

- District-Wide
Lighting
HVAC Controls
- Waverly High School
Roof
Windows
Doors
- Waverly Intermediate School
HVAC
Windows
- Hamlow Elementary School
HVAC
Windows
- Eagle Elementary School
HVAC

Project Timeline

Recommended Next Steps

Date	Event
Summer 2025	HVAC, Controls & Lighting Upgrades with CB Solutions
June 2026	Conduct Site Assessment of District Facilities
June 2026	Complete preliminary assessment and obtain contractor estimates
July 2	Review Engineering Analysis with Mr. Shalikow
July 9	Board reviews and discusses Engineering Analysis
August	District authorizes CB Solutions to proceed with projects as prioritized – <i>RFQ required to select most qualified firm</i>
Fall 2026	CB Solutions and district administration finalize project designs
Nov. 2026	Board approves final construction contract with CB Solutions
Nov. 2026	CB Solutions issues subcontracts and orders equipment
Spring 2027	Onsite construction begins with weekly update meetings