

Board of Education Regular Meeting  
Monday, August 13, 2018 7:15 PM  
Boardroom  
802 Highland Street  
Wakefield, NE 68784

1. Opening Procedures
  1. Call to Order
  2. Open Meetings Act
  3. Roll Call
2. Excuse Board Member Absences
3. Approval of Agenda
4. Awards and Special Recognition
5. Recognition of Visitors/Communication from the Public
  1. WEA
6. Reports
  1. Administrators
    1. Elementary Principal Report  
Mr. Wulf
    2. Secondary Principal Report  
Mr. Heitz
    3. Superintendent Report  
Mr. Bejot
  2. Board Committee Reports
    1. Board Policy  
Borg

2. Building, Sites & Transportation  
Donner
3. Business & Finance  
Victor
4. Curriculum, Americanism & Technology  
Johnson
5. Public & Personnel Relations  
Brown
6. Strategic Planning  
Conley
7. Discussion and Action Items
  1. Consent Agenda
    1. Minutes of the previous meeting
    2. Financial Reports
  2. Discuss and take appropriate action concerning option enrollment students.  
Mr. Bejot
  3. Discuss and take action on 2018-19 property and liability insurance from Employers Mutual Corporation.  
Bejot
  4. Discuss and take appropriate action to approve Mr. Ryan Dougherty and Mr. Garek Bebee as volunteer football coaches for the 2018-2019 season.  
Bejot
  5. Discuss and take appropriate action to purchase a new wrestling mat.  
Bejot
  6. Discuss and take appropriate action to review and affirm Policy 5018 Parent Involvement In Education Practices.  
Bejot
  7. Discuss and take appropriate action on revisions to the iPad Policy Handbook.  
Bejot
  8. Discuss and take appropriate action to review, revise or reaffirm Policy 5057 Parental Involvement in the Title 1 Program

Bejot

9. Discuss and take appropriate action for the review and approve the payment of bills received after the board meeting on or before August 31, 2018 by the Business and Finance Committee and authorize fund transfer to the depreciation fund.

Bejot

10. Discuss and take appropriate action on bus transportation rates.

Bejot

11. Discuss and take appropriate action on the Concussion Policy Addendum Policy 6034.1

Mr. Bejot

12. Discuss and take appropriate action on non-random drug testing for extra-curricular activities.

Mr. Bejot & Mr. Heitz

8. Upcoming Dates and Times

1. Set the date and time for the next regular meeting

9. Adjournment

## **Superintendent's Report**

**August 13, 2018**

- 1. Goal #1:** Wakefield Community School will provide students an education that develops relationships utilizing a relevant curriculum that infuses technology providing 21<sup>st</sup> Century learning for all students. (Curriculum, Americanism & Technology)
  - a.** The Nebraska Student-Centered Assessment System (NSCAS) has set target dates for Nebraska Education Profile release. NSCAS ACT reports will be made available to school districts by September 4, 2018. NSCAS Preliminary General District Student Data, testing for grades 3 -8 will be available for district review. The final NSCAS general release to the public is scheduled to be released on October 15, 2018. The Nebraska Education Profile (NEP) full data release on AQuESTT Classification, Assessment, ESSA Data for public release is scheduled for December 21, 2018.
- 2. Goal #2:** Wakefield Community School will make an efficient use of all resources. (Business & Finance)
  - a.** The budget for August reflects that the district is 10.58% under budget for the year. Local General Fund tax receipts in July was \$178,357 and expenditures of \$591,695. This month the budget reflects 10.92% is unencumbered compared to 9.60% unencumbered the previous year. Fund balances as of August 1, 2018 are: General Fund \$1,333,496; Lunch Fund \$128,307; Bond Fund \$38,725; Depreciation Fund \$631,116; Employee Benefit Fund \$28,876; Special Building Fund \$656,975; Qualified Capital Purchase Undertaking Fund (QCPUF) \$144,324 and Interim Fund is \$5,168. Total unencumbered funds all funds is \$2,971,569.
  - b.** The Nebraska Department of Education has awarded funding for "Improving Student Health and Academic Achievement through Nutrition, Physical Activity, and the Management of Chronic Conditions in Schools" to Wakefield Community Schools. The goal of the project is to improve student health and academic achievement through nutrition, physical activity, and the management of chronic health conditions in schools. The grant will assist schools with infrastructure development, providing professional development and training, and ongoing technical assistance. This grant is in cooperation with the Northeast Nebraska Health Department in Wayne.

- 3. Goal #3:** Wakefield Community School will facilitate communication with staff, parents, patrons, and students (Public and Personnel Relations)
- a.** Wakefield Community School is being recognized by as one of the 2017 – 18 Safety Honor Roll schools districts in the ALICAP pool. Wakefield represents one of the top 33% of ALICAP's membership receiving the safety award for our safety program.
  - b.** The Wakefield and Allen board committees addressing cooperative athletics met on Tuesday, July 17, 2018 at Allen Consolidated Schools. The teams discussed that the cooperative agreement is progressing very well. The committee discussed community interest in a possible softball cooperative agreement. The committee expressed interest in knowing the numbers of student interest and the need to conduct a survey to help determine viability. Costs associated with establishing a softball program is another factor that will needs to be examined along with Title IX considerations.. Costs such as uniforms, referees, travel, coaches will need to be determined and examined at a later time. The committee expressed that their first priority is getting the current cooperative activities off the ground and running.

**4. Miscellaneous**

- a.** 2018 State Education Conference is scheduled for November 14 – 16, 2018 at the LaVista Conference Center. Registration opens September12, 2018 for the 100<sup>th</sup> Annual State Education Conference. Mark your calendars and let Becky or I know if you plan to attend.

WAKEFIELD COMMUNITY SCHOOL  
**HEARING AGENDA FOR THE  
WAKEFIELD BOARD OF EDUCATION  
TUESDAY, JULY 10, 2018 6:50 PM**

The Board of Education Regular Meeting convened in open and public session on Tuesday, July 10, 2018 at 6:50 PM in the Board of Education Room at the Board of Education Room 802 Highland Street Wakefield, NE 68784.

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

**ATTENDANCE TAKEN AT 6:50 PM:**

Present Board Members: Karen Borg, Bree Brown, Arianne Conley, Ben Donner, Shannon Johnson, Mark Victor. Present: 6, Absent 0

**HEARING AGENDA STUDENT FEES POLICY FOR 2018-2019**

Conduct a public hearing for the purposes of hearing support, opposition, criticism, suggestions or observations from district patrons relating to the annual review and adoption of the Student Fee Policy 5045. Changes to the student fees policy are reflected in the revised school lunch prices and the certification dates.


**ADJOURNMENT**

Motion to adjourn at 7:02pm passed with a motion by Victor and a second by Brown.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

  
Bree Brown, Secretary

  
Becky Gothier, Recording Secretary

**Wakefield Community School  
Board of Education Regular Meeting  
Tuesday, July 10, 2018 7:00 PM**

The Board of Education Regular Meeting convened in open and public session on Tuesday, July 10, 2018 at 7:00 PM in the Board of Education Room at the Boardroom 802 Highland Street Wakefield, NE 68784.

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

**ATTENDANCE TAKEN AT 7:02 PM:**

**Present Board Members:** Karen Borg, Bree Brown, Arianne Conley, Ben Donner, Shannon Johnson, Mark Victor. Present: 6, Absent 0.

Also in attendance: Superintendent Bejot, Secondary Principal Heitz, Elementary Principal Wulf, Recording Secretary Gothier.

**APPROVAL OF AGENDA**

Motion to approve the agenda passed with a motion by Victor and a second by Conley.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

**REPORTS**

**SUPERINTENDENT REPORT**

- Earlier today the teachers and administrators met in the library to discuss and clarify the district and schools model of instruction. The school team also examined our past practices and identified specific activities that addresses all three school improvement goals.
- Fischer Track was here last week performing track resurfacing upgrades.
- Science Classroom remodeling is moving forward with The Finishing Touch having completed the refinishing of the cabinetry in the classroom. The new table tops are scheduled to be installed around the second or third week of July.
- Friday evening Wakefield Community School was the sight of the Alumni Banquet. I learned that the oldest alumni is 104 years of age. 300 plus alumni attended the event in the main gym.
- Tonight I am reviewing the extra duty assignments for the upcoming 2018-19 school year. We have worked collaboratively with Allen's administration in putting together coaches for the upcoming year.

**BOARD COMMITTEE REPORTS**

**BOARD POLICY**

The Board Policy Committee met on Monday to review the Student-Parent Handbook, Staff Handbook, Concussion Policy Protocols, and Board Policy. The Policy Committee will have recommendations later on the agenda.

**PLANNING DISCUSSION AND ACTION ITEMS**

**CONSENT AGENDA**

Motion to approve the Consent Agenda passed with a motion by Brown and a second by Conley.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

Bills were reviewed by the Finance Committee and approved as follow: General: \$428,770.80; Lunch: \$4,849.91; Payroll: \$170,243.88; Activities: \$2,038.35.

**DISCUSS AND TAKE APPROPRIATE ACTION ON DAIRY BIDS.**

Milk bids were requested from Hiland Dairy and Dean Foods.

Motion to approve the dairy bid from Dean Foods for the upcoming 2018-19 school year passed with a motion by Donner and a second by Johnson.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

**DISCUSS AND TAKE APPROPRIATE ACTION ON THE APPOINTMENT OF SUPERINTENDENT MARK BEJOT, AS THE AUTHORIZED REPRESENTATIVE FOR ALL LOCAL, STATE, AND FEDERAL PROGRAMS AND DOCUMENTS AS OF JULY 1, 2018.**

Motion to appoint Superintendent Mark Bejot as the authorized representative for all local, state, and federal programs and documents as of July 1, 2018 passed with a motion by Conley and a second by Victor.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

**DISCUSS AND TAKE APPROPRIATE ACTION ON THE APPOINTMENT OF MATT BRENN AS THE COMPLIANCE OFFICER FOR TITLE IX.**

Title IX is the Federal Gender Equity laws, which requires districts to provide equal opportunity to participate in activities. The federal law requires the district appoint a compliance officer.

Motion to appoint Matt Brenn the Title IX compliance officer for the upcoming 2018-19 school year passed with a motion by Victor and a second by Donner.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

**DISCUSS AND TAKE APPROPRIATE ACTION ON THE PARTICIPATION IN THE STATE AND FEDERAL HOT LUNCH PROGRAM WITH THE ELEMENTARY PRINCIPAL, JERAD WULF, SERVING AS THE ELEMENTARY HEARING OFFICER AND HIGH SCHOOL PRINCIPAL JASON HEITZ AS THE HIGH SCHOOL HEARING OFFICER.**

The state and national school lunch program allows our secretaries to approve free and reduced applications. The principals now serve as the hearing officers instead of the superintendent.

Motion to appoint Jerad Wulf as the elementary hearing officer and Jason Heitz as the high school hearing officer for the state and federal hot lunch program for 2018-19 school year passed with a motion by Brown and a second by Conley.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

**DISCUSS AND TAKE APPROPRIATE ACTION ON THE APPOINTMENTS OF MRS. DAWN LUBBERSTEDT, HIGH SCHOOL SECRETARY, AS THE DETERMINING OFFICIAL FOR ALL HOT LUNCH APPLICATIONS RECEIVED FROM STUDENTS IN GRADES 7-12 AND THE APPOINTMENT OF MRS. LAVON ANDERSON, ELEMENTARY SECRETARY, AS THE DETERMINING OFFICIAL FOR ALL HOT LUNCH APPLICATIONS RECEIVED FROM STUDENTS IN GRADES PREK-6.**

Dawn and LaVon utilize the USDA digital school lunch application process that determines student eligibility from NDE regarding free and reduced lunch eligibility. This process now affords immediate application determination using the state's digital program.

Motion to appoint Dawn Lubberstedt and LaVon Anderson as the determining officials for high school and elementary school lunch applications for the 2018-19 academic year passed with a motion by Conley and a second by Johnson.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

**DISCUSS AND TAKE APPROPRIATE ACTION ON THE APPOINTMENT OF MRS. BECKY GOTHIER AS THE RECORDING SECRETARY/BOARD TREASURER FOR 2018-19 SCHOOL YEAR.**

Annually the Board must appoint a recording secretary and treasurer for the upcoming school year.

Motion to appoint Becky Gothier as the Recording Secretary/Board Treasurer for school year 2018-19 passed with a motion by Brown and a second by Donner.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0



**DISCUSS AND TAKE APPROPRIATE ACTION TO JOIN THE NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION.**

NRCSA specifically advocates for small rural school issues and maintains their own lobbyist.

Motion that Wakefield Community School join the Nebraska Rural Community Schools Association for 2018-2019 at a cost of \$850 passed with a motion by Victor and a second by Conley.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

**DISCUSS AND TAKE APPROPRIATE ACTION ON POLICY 5045 STUDENT FEES.**

Motion to approve the Student Fees Policy 5045 as recommended passed with a motion by Brown and a second by Donner.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

**DISCUSS AND TAKE APPROPRIATE ACTION TO ADOPT PROPOSED BOARD POLICY REVISIONS.**

The Policy Committee has met and reviewed recommended policy revisions from KSB School Law. A total of 30 revisions / recommendations.

Motion to approve board policy revisions as recommended by the Policy Committee passed with a motion by Donner and a second by Brown.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

**DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE 2018-19 PARENT - STUDENT HANDBOOK.**

Motion to approve the 2018-19 Parent-Student Handbook and revisions as presented passed with a motion by Brown and a second by Conley.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

**DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE 2018-19 STAFF HANDBOOK.**

Motion to approve the 2018-19 Staff Handbook with revisions as presented Passed with a motion by Conley and a second by Donner.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

**UPCOMING DATES AND TIMES**


Meeting with Allen cooperative committee - July 17 at 5:30pm

Meet and Greet - August 13 at 5:00pm

Next regular board meeting - Monday, August 13 at 7:00pm

**ADJOURNMENT**

Motion to adjourn the meeting at 8:34pm passed with a motion by Donner and a second by Conley.

  
Bree Brown, Secretary

  
Becky Gothier, Recording Secretary

Mrs. Karen Borg: Yea

Mrs. Bree Brown:

Ye

a Mrs. Arianne Conley:

Yea Mr. Ben Donner:

Ye

a Mrs. Shannon

Johnson: Yea Mark

Victor:

Ye

a Yea: 6, Nay: 0

ALL Data

**Check Register**Arranged by:  
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	

**Checks Printed****01 - GENERAL FUND**

Bank Account :A - Iowa-Nebraska State Bank

00049658	08/10/2018	APPEARA		Appeara	
0341874	08/02/2018		08/10/2018	Mops, Towels & Uniforms	66.52
				Check Total	66.52
00049659	08/10/2018	BOMGAARS		Bomgaars	
18446492	08/05/2018		08/10/2018	Weed/Mole Killer	50.67
				Check Total	50.67
00049660	08/10/2018	COPYWRIT		Copy Write Publishing/Keepsake Video Producti	
4746LA	07/05/2018		08/10/2018	Forms	184.41
				Check Total	184.41
00049661	08/10/2018	DAVESGLA		Dave's Glass	
19344	08/09/2018		08/10/2018	Window Replacement	326.07
				Check Total	326.07
00049662	08/10/2018	DOLLGEN		Dollar General	
1000767132	08/01/2018		08/10/2018	Stage Storage Containers	70.00
1000769139	08/07/2018		08/10/2018	PK Supplies	12.55
				Check Total	82.55
00049663	08/10/2018	EGANSUPP		Egan Supply Co.	
286980	08/06/2018		08/10/2018	Supplies	928.06
				Check Total	928.06
00049664	08/10/2018	ESU1		ESU #1	
MED-0006558	08/08/2018		08/10/2018	Laminating	17.55
R108155	08/03/2018		08/10/2018	EIR Training - JM	100.00
				Check Total	117.55
00049665	08/10/2018	LAKELEARN		Lakeshore Learning Materials	
2492130718	07/27/2018		08/10/2018	Classroom Supplies - BA	116.80
				Check Total	116.80
00049666	08/10/2018	LIFETRACK		LifeTrack Services	
28047	08/06/2018		08/10/2018	Sr Exit Survey	350.00
				Check Total	350.00
00049667	08/10/2018	MENARDSSC		Menards - Sioux City	
34823	08/08/2018		08/10/2018	Showerheads	48.50
				Check Total	48.50
00049668	08/10/2018	NEBRASK3		IA/NE State Bank	
2FICA.427	08/14/2018		08/14/2018	Aug 2018 Payroll - B	20.69
2FICM.427	08/14/2018		08/14/2018	Aug 2018 Payroll - B	4.84

ALL Data

# Check Register

 Arranged by:  
Check Number

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name Description	Amount
	3FICA.427	08/14/2018		Aug 2018 Payroll - B	20.69
	3FICM.427	08/14/2018		Aug 2018 Payroll - B	4.84
				Check Total	51.06
00049669		08/10/2018	NEBRASK5	Nebraska Retirement System	
	2NTRT.427	08/14/2018		Aug 2018 Payroll - B	32.64
	3NTRT.427	08/14/2018		Aug 2018 Payroll - B	32.97
				Check Total	65.61
00049670		08/10/2018	NESAFETY	Nebraska Safety Center	
	57-6107BUS	08/03/2018		Pupil Transportation Course	200.00
				Check Total	200.00
00049671		08/10/2018	PCF	PCF LLC	
	Aug2018	08/08/2018		Remove and Install Flooring	17,528.00
				Check Total	17,528.00
00049672		08/10/2018	RESOURCES	Resources for Educators	
	2621949	08/01/2018		Nutrition Nuggets	374.00
				Check Total	374.00
00049673		08/10/2018	SELAPPL	Select Appliance	
	1246	08/06/2018		GE Gas Oven	699.00
				Check Total	699.00
01 - GENERAL FUND Totals:					21,188.80

ALL Data

# Check Register

Arranged by:  
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	
Invoice	Invoice Date	PO Number	PO Date	Description	Amount

**06 - LUNCH FUND**

Bank Account :F - Iowa-Nebraska State Bank

00004609	08/10/2018	DOLLGEN		Dollar General	
1000769566	08/08/2018		08/10/2018	Oven Cleaner	9.59

Check Total 9.59

00004610	08/10/2018	GRAOEDG		The Graphic Edge	
1239973	08/03/2018		08/10/2018	Staff Uniforms	250.30

Check Total 250.30

**06 - LUNCH FUND Totals: 259.89****Total of Checks Printed: 21,448.69****Report Total: 21,448.69**

## Check Register

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
	Invoice	Invoice Date	PO Number	Description	

## Checks Printed

## 01 - GENERAL FUND

Bank Account :A - Iowa-Nebraska State Bank

00049590	08/07/2018	AMERICINN	AmericInn Kearney NE		
119475811	07/24/2018		08/03/2018	Admin Days - JW	233.82
119475828	07/24/2018		08/03/2018	Admin Days - JH	350.73
119475863	07/24/2018		08/03/2018	Admin Days - MB	248.00

Check Total	832.55
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00049591	08/07/2018	APPEARA	Appearra		
0333468	07/05/2018		08/03/2018	Mops, Towels & Uniforms	66.52
0333476	07/05/2018		08/03/2018	BB Uniforms & Towels	38.70
0335601	07/12/2018		08/03/2018	Mops, Towels & Uniforms	66.52
0335608	07/12/2018		08/03/2018	BB Uniforms & Towels	29.20
0337660	07/19/2018		08/03/2018	Mops, Towels & Uniforms	65.27
0337669	07/19/2018		08/03/2018	BB Uiforms & Towels	29.20
0339766	07/26/2018		08/03/2018	Mops, Towels & Uniforms	65.27
0339773	07/26/2018		08/03/2018	BB Uniforms & Towels	29.20

Check Total	389.88
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00049592	08/07/2018	AXISPLUS	AxisPlus Benefits		
2CHCR.426	08/14/2018		08/14/2018	Aug 2018 Payroll	3,714.96
2MEDR.426	08/14/2018		08/14/2018	Aug 2018 Payroll	2,809.63

Check Total	6,524.59
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00049593	08/07/2018	BARNESNO	Barnes & Noble Bookstore, Inc		
3692595	07/12/2018		08/03/2018	Make Just One Change	638.00

Check Total	638.00
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00049594	08/07/2018	BLUECROS	Blue Cross and Blue Shield of NE		
2BCBR.426	08/14/2018		08/14/2018	Aug 2018 Payroll	857.11
2BCDENR.426	08/14/2018		08/14/2018	Aug 2018 Payroll	1,295.84
3BCBS.426	08/14/2018		08/14/2018	Aug 2018 Payroll	59,629.91
3DENT.426	08/14/2018		08/14/2018	Aug 2018 Payroll	1,495.69
Aug2018-1	08/03/2018		08/03/2018	TN Hlth Ins Prm	985.59
Aug2018-2	08/03/2018		08/03/2018	TS - Hlth Ins Prm	595.74
Aug2018-3	08/03/2018		08/03/2018	AS Hlth Ins Prm	933.41

Check Total	65,793.29
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00049595	08/07/2018	BOMGAARS	Bomgaars		
18322277	08/08/2017		08/03/2018	Chain - Return	-3.00
18435258	07/06/2018		08/03/2018	Rock & Mulch	112.20
18445137	08/01/2018		08/03/2018	Outlet Elbow	11.38

Check Total	120.58
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00049596	08/07/2018	BRESSKIP	Kip Bressler		
Jul2018	07/11/2018		08/05/2018	School Bus Permit Reimb	7.50

ALL Data

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Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
Check Total					7.50
00049597	08/07/2018	CENTERP		CenterPoint Energy Services Retail LLC	
3290123	07/31/2018		08/03/2018	Jun Natural Gas - BHE195185	151.65
3290123-2	07/31/2018		08/03/2018	Jun Natural Gas - BHE231582	403.32
3290123-4	07/31/2018		08/03/2018	Jun BB Natural Gas - NGM829096	50.35
Check Total					605.32
00049598	08/07/2018	CENTLINB		CENTURYLINK Business Services	
1445346695	07/11/2018		08/03/2018	Internet Use	874.16
402 287-2012 Jul18	07/04/2018		08/03/2018	Phone Service	347.74
Check Total					1,221.90
00049599	08/07/2018	CITYWAKE		City of Wakefield	
367 Jul18	08/01/2018		08/03/2018	Jul PF Utilities	31.77
449 Jul18	08/01/2018		08/03/2018	Jul BB Utilities	115.15
588 - Jul18	08/01/2018		08/03/2018	Jul Utilities	3,859.38
Check Total					4,006.30
00049600	08/07/2018	CLARITUS		Claritus Inc	
IN301164	08/02/2018		08/07/2018	Postage Machine Ink	150.09
Check Total					150.09
00049601	08/07/2018	CORNTRUX		Cornhusker International Trucks, Inc	
624562	05/29/2018		08/03/2018	Sensor Adjustment	323.33
Check Total					323.33
00049602	08/07/2018	CRESCENT		Crescent Electric Supply Company	
S505310031.001	07/13/2018		08/03/2018	Lightbulbs	149.62
Check Total					149.62
00049603	08/07/2018	CUBBY'S		Cubby's Inc.	
0703	07/03/2018		08/07/2018	Fuel	53.88
0710	07/10/2018		08/07/2018	Fuel	18.42
1012710	07/03/2018		08/07/2018	Fuel	53.66
1014761	07/09/2018		08/07/2018	Power Washer Fuel	5.54
1020005	07/19/2018		08/07/2018	Fuel	26.85
1022272	07/25/2018		08/07/2018	Fuel	31.82
1022688	07/27/2018		08/07/2018	Fuel	31.32
1024118	07/31/2018		08/07/2018	Mower Diesel	29.29
1024654	07/03/2018		08/07/2018	Mower Diesel	33.41
1025281	07/05/2018		08/07/2018	DE Fuel	18.88
1027420	07/11/2018		08/07/2018	Fuel	61.71
1027877	07/12/2018		08/07/2018	Mower Diesel	32.24
1029983	07/19/2018		08/07/2018	Fuel	28.24
9085977	07/31/2018		08/07/2018	Bus Diesel	149.70

ALL Data

# Check Register

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Check Number

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date Description	Amount
				Check Total	574.96
	00049605	08/07/2018	DOLLGEN	Dollar General	
	1000761215	07/12/2018		08/03/2018 Vinegar	2.75
				Check Total	2.75
	00049606	08/07/2018	EATONSFL	Eatons Floral & Greenhouse	
	6744	05/13/2018		08/03/2018 Retirement Gifts	60.71
	Spring	05/31/2018		08/03/2018 Planter Flowers	90.79
				Check Total	151.50
	00049607	08/07/2018	EDULINK	EduLink Systems	
	10526	07/25/2018		08/03/2018 Notification Service	2,485.00
				Check Total	2,485.00
	00049608	08/07/2018	EGANSUPP	Egan Supply Co.	
	281153	07/31/2018		08/03/2018 Gym Floor Resurfacing	3,976.36
				Check Total	3,976.36
	00049609	08/07/2018	EKBERGAU	Ekberg Auto Parts, Inc.	
	392494	07/10/2018		08/03/2018 Supplies	10.99
	392648	07/12/2018		08/03/2018 Brake Pads	114.00
	393365	07/24/2018		08/03/2018 Supplies	16.68
				Check Total	141.67
	00049610	08/07/2018	ESU1	ESU #1	
	M-1052	08/02/2018		08/07/2018 2018-19 Distance Learning Fees	6,253.88
				Check Total	6,253.88
	00049611	08/07/2018	FIREPROT	Fire Protection Services, LLC	
	10774	07/17/2018		08/03/2018 Semi-Annual Fire Alarm Inspect	625.00
				Check Total	625.00
	00049612	08/07/2018	FREGANGE	Angelina Fregoso	
	Jul2018	07/03/2018		08/03/2018 Census Translation	28.46
				Check Total	28.46
	00049613	08/07/2018	GILLHAUL	Gill Hauling, Inc.	
	87X03515	07/31/2018		08/07/2018 Rolloff Service	55.00
	88101727	08/01/2018		08/07/2018 Garbage Service	192.50
				Check Total	247.50
	00049614	08/07/2018	GLOBEQUI	Global Equipment Company	
	112939774	07/19/2018		08/03/2018 Handicapped Parking Stencil	30.34
				Check Total	30.34
	00049615	08/07/2018	GROSIMPL	Grossenburg Implement, Inc	
	1036991	07/09/2018		08/03/2018 Mower Blade	69.69



ALL Data

# Check Register

 Arranged by:  
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
				Check Total	69.69
00049616	08/07/2018	HARDRIV		Hard Drive Outlet	
IN31401	07/06/2018		08/03/2018	Printer Usage	319.67
				Check Total	319.67
00049617	08/07/2018	HIRERIGH		HireRight LLC	
P0785139	06/30/2018		08/03/2018	Background Screening Services	250.00
				Check Total	250.00
00049618	08/07/2018	INLANDTR		Inland Truck Parts Co.	
CM-006956	07/18/2018		08/03/2018	Caliper Core	-105.00
IN-087432	07/10/2018		08/03/2018	Brake Caliper	265.02
				Check Total	160.02
00049619	08/07/2018	INNOVLAB		Innovative Laboratory Systems Inc	
IN22613	07/20/2018		08/03/2018	Sci Room Countertops	10,650.00
				Check Total	10,650.00
00049620	08/07/2018	JOURED		JourneyEd.com. Inc.	
10265896	08/02/2018		08/07/2018	Adobe Creative Cloud	500.00
				Check Total	500.00
00049621	08/07/2018	KSBSCHO		KSB School Law, PC LLO	
4950	08/01/2018		08/03/2018	Legal Services	366.00
				Check Total	366.00
00049622	08/07/2018	LABAIDS		Lab-Aids Experiencing Science	
00130564	07/06/2018		08/03/2018	Science Curriculum	13,902.97
				Check Total	13,902.97
00049623	08/07/2018	MADINATI		Madison National Life	
2SALP.426	08/14/2018		08/14/2018	Aug 2018 Payroll	1,387.46
2SUPP.426	08/14/2018		08/14/2018	Aug 2018 Payroll	24.96
3LIFE.426	08/14/2018		08/14/2018	Aug 2018 Payroll	653.25
Aug2018-1	08/01/2018		08/03/2018	MM Life Ins Prm	7.00
Aug2018-2	08/01/2018		08/03/2018	DY Life Ins Prm	8.75
				Check Total	2,081.42
00049624	08/07/2018	MATHESON		Matheson Tri-Gas Inc	
51340563	07/31/2018		08/03/2018	ITE Gases	242.74
				Check Total	242.74
00049625	08/07/2018	MENARDSSC		Menards - Sioux City	
33864	08/01/2018		08/03/2018	Supplies	27.77
				Check Total	27.77
00049626	08/07/2018	MENGOV		Menards-Norfolk	

# Check Register

Arranged by:  
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
	Invoice	Invoice Date	PO Number	PO Date Description	
	45518	07/15/2018		08/03/2018 Supplies	154.92
Check Total					154.92
00049627		08/07/2018	MGTRUS	MG Trust Company	
	2403B.426	08/14/2018		08/14/2018 Aug 2018 Payroll	1,289.16
	2403BROTH.426	08/14/2018		08/14/2018 Aug 2018 Payroll	1,965.00
Check Total					3,254.16
00049628		08/07/2018	MILLBLDG	Miller Building Supply	
	7724	07/02/2018		08/03/2018 Paint Supplies	142.80
	7753	07/03/2018		08/03/2018 Paint Supplies	48.97
	7771	07/03/2018		08/03/2018 Paint Supplies	56.74
	7863	07/10/2018		08/03/2018 Drill	76.94
	7864	07/10/2018		08/03/2018 Supplies	18.35
	7867	07/10/2018		08/03/2018 Supplies	8.67
	7900	07/11/2018		08/03/2018 Vinegar	5.99
	7906	07/11/2018		08/03/2018 Caulk	5.18
	7908	07/11/2018		08/03/2018 Supplies	40.91
	7927	07/12/2018		08/03/2018 Paint Supplies	23.96
	7962	07/13/2018		08/03/2018 Weatherstripping	9.87
	8029	07/17/2018		08/03/2018 Traffic Paint	60.26
	8031	07/17/2018		08/03/2018 Supplies	40.92
	8033	07/17/2018		08/03/2018 Paint Supplies	19.37
	8076	07/18/2018		08/03/2018 Paint Supplies	79.92
	8149	07/23/2018		08/07/2018 Supplies	25.64
	8152	07/23/2018		08/07/2018 Painting Supplies	22.51
	8208	07/25/2018		08/07/2018 Painting Supplies	11.16
	8217	07/25/2018		08/07/2018 BB Supplies	46.56
	8231	07/26/2018		08/03/2018 Paint	12.99
	8294	07/30/2018		08/03/2018 Supplies	144.36
	8306	07/30/2018		08/03/2018 Paint	12.99
	8328	07/31/2018		08/03/2018 Supplies	11.67
Check Total					926.73
00049631		08/07/2018	NAVITAS	Navitas	
	06302018	06/30/2018		08/03/2018 Optimization Svcs	5,500.00
Check Total					5,500.00
00049632		08/07/2018	NEBRASK3	IA/NE State Bank	
	2FICA.426	08/14/2018		08/14/2018 Aug 2018 Payroll	15,414.89
	2FICM.426	08/14/2018		08/14/2018 Aug 2018 Payroll	3,605.08
	2USIT.426	08/14/2018		08/14/2018 Aug 2018 Payroll	19,466.18
	3FICA.426	08/14/2018		08/14/2018 Aug 2018 Payroll	15,414.89
	3FICM.426	08/14/2018		08/14/2018 Aug 2018 Payroll	3,605.08
Check Total					57,506.12
00049633		08/07/2018	NEBRASK5	Nebraska Retirement System	
	2NTRT.426	08/14/2018		08/14/2018 Aug 2018 Payroll	24,464.63

ALL Data

# Check Register

 Arranged by:  
Check Number

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name Description	Amount
	3NTRT.426	08/14/2018		08/14/2018 Aug 2018 Payroll	24,709.27
				Check Total	49,173.90
	00049634	08/07/2018	NECHISUP	Nebraska Child Support Payment Center	
	2CHSUP.426	08/14/2018		08/14/2018 Aug 2018 Payroll	627.00
				Check Total	627.00
	00049635	08/07/2018	NEREVENUE	Nebraska Dept Of Revenue	
	2NEIT.426	08/14/2018		08/14/2018 Aug 2018 Payroll	8,961.72
				Check Total	8,961.72
	00049636	08/07/2018	NRCSA	NRCSA	
	2018-19 Member	06/18/2018		08/03/2018 Membership Dues	850.00
				Check Total	850.00
	00049637	08/07/2018	NWEA	NWEA	
	6054	07/03/2018		08/03/2018 MAP Testing	2,972.50
				Check Total	2,972.50
	00049638	08/07/2018	ORKIN	Orkin Exterminating Inc	
	172881053	08/01/2018		08/03/2018 Pest Control	117.53
				Check Total	117.53
	00049639	08/07/2018	PEARSONE	Pearson Education	
	11721800	07/25/2018		08/07/2018 Elem Sci Textbooks	4,700.00
				Check Total	4,700.00
	00049640	08/07/2018	PITNBOWE	Pitney Bowes, Inc.	
	3306758506	08/01/2018		08/03/2018 Postage Machine Rent	531.48
				Check Total	531.48
	00049641	08/07/2018	PRIORITY	Priority Communications & Solutions Inc	
	1844	07/10/2018		08/03/2018 Phone System Repair	158.50
				Check Total	158.50
	00049642	08/07/2018	RASMMECH	Rasmussen Mechanical Service, Inc.	
	SRV056975	07/18/2018		08/03/2018 Repair Service	834.50
				Check Total	834.50
	00049643	08/07/2018	REALLYGO	Really Good Stuff, LLC	
	6533335	07/30/2018		08/07/2018 Classroom Supplies - BA	338.28
				Check Total	338.28
	00049644	08/07/2018	ROCH100	Rochester 100, Inc.	
	P95119	07/02/2018		08/03/2018 Nicky's Communicator	405.00
				Check Total	405.00
	00049645	08/07/2018	RTI	Riverside Technologies Inc	

# Check Register

 Arranged by:  
Check Number

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name Description	Amount
	0211280-IN	06/29/2018		08/03/2018 Copier Lease	1,357.88
	0215369-IN	07/27/2018		08/03/2018 Copier Lease	1,357.88
				Check Total	2,715.76
00049646		08/07/2018	SCHOLAST	Scholastic Inc	
	M6475092	07/24/2018		08/03/2018 Scholastic News 3 - BA	120.18
				Check Total	120.18
00049647		08/07/2018	STAPLES	Staples Credit Plan	
	2114801921	06/26/2018		08/07/2018 File Folders	5.39
	2115934871	06/27/2018		08/07/2018 Office Supplies	28.47
	2117397091	06/29/2018		08/07/2018 Elem Supplies	21.79
	2117547061	06/29/2018		08/07/2018 Elem Supplies	2,583.64
	2117714541	06/29/2018		08/07/2018 Elem Supplies	28.63
	2117976071	06/30/2018		08/07/2018 Elem Supplies	566.09
	2117984601	06/30/2018		08/07/2018 HS Supplies	1,666.85
	2118414321	07/01/2018		08/07/2018 Elem Supplies	71.96
	2118927301	07/03/2018		08/07/2018 Elem Supplies	61.98
	2120853001	07/06/2018		08/07/2018 Missing Elem Supplies	-367.68
				Check Total	4,667.12
00049648		08/07/2018	UNIVERSI	University Publishing	
	73816	07/26/2018		08/03/2018 Universal Handwriting - BA	174.90
				Check Total	174.90
00049649		08/07/2018	VERNIER	Vernier Software & Technology	
	5299848	07/06/2018		08/03/2018 Science Curriculum	4,197.75
				Check Total	4,197.75
00049650		08/07/2018	VISA	VISA	
	00157G	07/12/2018		08/05/2018 Franklins - NPERS Mtg	20.44
	071318	07/13/2018		08/05/2018 NE Coach Assoc - LM Membership	105.00
	16344	06/28/2018		08/05/2018 Ntl School Forms-Injury Report	426.33
	287699322	07/19/2018		08/05/2018 IKEA - Tax Refund	-21.90
	3038-8166	06/21/2018		08/05/2018 Flipgrip Refund	-130.00
	366106	07/09/2018		08/05/2018 Stan Houston - Floor Wax	132.95
	6637022	06/28/2018		08/05/2018 Amazon - Shelf	22.99
	67261225	06/26/2018		08/05/2018 Teachers Pay Teachers - Sci	505.00
	805798	06/26/2018		08/05/2018 Walmart - Storage Containers	37.26
	INV00240392	07/20/2018		08/05/2018 Hudl Subscription	1,799.00
	NE-00095171-2	07/20/2018		08/05/2018 NECC Bookstore - CNA Txtbks	300.00
	SO-4158254	07/11/2018		08/05/2018 Burpee Seed - FCS Supplies	32.42
				Check Total	3,229.49
00049652		08/07/2018	VSP	Vision Service Plan	
	2VISR.426	08/14/2018		08/14/2018 Aug 2018 Payroll	539.59
	Aug2018-1	08/01/2018		08/03/2018 JS Vision Ins	8.20
	Aug2018-2	08/01/2018		08/03/2018 LS Vision Ins Prm	8.23

ALL Data

# Check Register

 Arranged by:  
Check Number

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name Description	Amount
	Aug2018-3	08/01/2018		TN Vision Ins Prm	28.09
	Aug2018-4	08/01/2018		BH Vision Ins Prm	8.20
				Check Total	592.31
	00049653	08/07/2018	WAKEREP3	The Wakefield Republican	
	35522	07/19/2018		Meeting Proceedings	193.69
				Check Total	193.69
	00049654	08/07/2018	WALMARN	Walmart - Norfolk Store	
	031424	07/31/2018		FCS Supplies	160.80
				Check Total	160.80
	00049655	08/07/2018	WANATLINS	Washington National Insurance Co	
	2CAND.426	08/14/2018		Aug 2018 Payroll	435.60
	2LIFE.426	08/14/2018		Aug 2018 Payroll	35.49
				Check Total	471.09
	00049656	08/07/2018	WCS-GEN	WCS-General Fund	
	2LCU.426	08/14/2018		Aug 2018 Payroll	48.00
				Check Total	48.00
				<b>01 - GENERAL FUND Totals:</b>	<b>277,434.08</b>

ALL Data

## Check Register

Arranged by:  
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	
Invoice	Invoice Date	PO Number	PO Date	Description	Amount

### 03 - EMPLOYEE BENEFIT FUND

Bank Account :C - Nebraska State Bank

00001247	08/07/2018	AXISPLUS		AxisPlus Benefits	
3301	07/11/2018		08/03/2018	Admin Fee	98.00

Check Total	98.00
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03 - EMPLOYEE BENEFIT FUND Totals:	98.00
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## Check Register

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	

**06 - LUNCH FUND**

Bank Account :F - Iowa-Nebraska State Bank

00004594	08/07/2018	AXISPLUS		AxisPlus Benefits	
2MEDR.426	08/14/2018		08/14/2018	Aug 2018 Payroll	38.02
				Check Total	38.02
00004595	08/07/2018	BLUECROS		Blue Cross and Blue Shield of NE	
3BCBS.426	08/14/2018		08/14/2018	Aug 2018 Payroll	607.93
3DENT.426	08/14/2018		08/14/2018	Aug 2018 Payroll	28.67
				Check Total	636.60
00004596	08/07/2018	CENTERP		CenterPoint Energy Services Retail LLC	
3290123-3	07/31/2018		08/03/2018	Jun Natural Gas - NGM811131	80.54
				Check Total	80.54
00004597	08/07/2018	HOBART		Hobart Sales And Service	
Q1093	06/27/2018		08/03/2018	Gasket	218.00
				Check Total	218.00
00004598	08/07/2018	MADINATI		Madison National Life	
2SUPP.426	08/14/2018		08/14/2018	Aug 2018 Payroll	0.64
3LIFE.426	08/14/2018		08/14/2018	Aug 2018 Payroll	19.50
				Check Total	20.14
00004599	08/07/2018	MAGIC		Magic-Writer Inc	
804128	07/31/2018		08/07/2018	e-Funds Admin Fee - Annual	195.00
				Check Total	195.00
00004600	08/07/2018	MGTRUS		MG Trust Company	
2403B.426	08/14/2018		08/14/2018	Aug 2018 Payroll	60.84
				Check Total	60.84
00004601	08/07/2018	MIGHTYDUCT		Mighty Ducts	
Jul2018	07/12/2018		08/03/2018	Exhaust Cleaning	650.00
				Check Total	650.00
00004602	08/07/2018	NEBRASK3		IA/NE State Bank	
2FICA.426	08/14/2018		08/14/2018	Aug 2018 Payroll	55.89
2FICM.426	08/14/2018		08/14/2018	Aug 2018 Payroll	13.07
2USIT.426	08/14/2018		08/14/2018	Aug 2018 Payroll	82.46
3FICA.426	08/14/2018		08/14/2018	Aug 2018 Payroll	55.89
3FICM.426	08/14/2018		08/14/2018	Aug 2018 Payroll	13.07
				Check Total	220.38
00004603	08/07/2018	NEBRASK5		Nebraska Retirement System	
2NTRT.426	08/14/2018		08/14/2018	Aug 2018 Payroll	49.99
3NTRT.426	08/14/2018		08/14/2018	Aug 2018 Payroll	50.48

ALL Data

**Check Register**Arranged by:  
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
				Check Total	100.47
00004604	08/07/2018	NEFOODDIST		Nebraska Food Distribution	
25365	08/01/2018		08/07/2018	Commodities	2,001.66
				Check Total	2,001.66
00004605	08/07/2018	NEREVENUE		Nebraska Dept Of Revenue	
2NEIT.426	08/14/2018		08/14/2018	Aug 2018 Payroll	22.24
				Check Total	22.24
00004606	08/07/2018	ONESOUR		One Source	
2218-20180731	07/31/2018		08/03/2018	Background Check	25.00
				Check Total	25.00
00004607	08/07/2018	SIDELINES		SIDELINES Bar & Grille	
3678	07/12/2018		08/03/2018	School Improv Goal Mtg	107.13
				Check Total	107.13
00004608	08/07/2018	VSP		Vision Service Plan	
2VISR.426	08/14/2018		08/14/2018	Aug 2018 Payroll	4.99
				Check Total	4.99
<b>06 - LUNCH FUND Totals:</b>					<b>4,381.01</b>
<b>Total of Checks Printed:</b>					<b>281,913.09</b>



ALL Data

# Check Register

Arranged by:  
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	
	Invoice	Invoice Date	PO Number	PO Date	Description

Amount

## Deposit Emails

### 01 - GENERAL FUND

Bank Account :A - Iowa-Nebraska State Bank

E	00004609	08/07/2018	HSA-CARRSH	State Nebraska Bank	
	3HSASC.426	08/14/2018		08/14/2018	Aug 2018 Payroll
					267.89

Check Total 267.89

E	00004610	08/07/2018	HSACARSLA	Iowa-Nebraska State Bank	
	3HSACARSLA.42	08/14/2018		08/14/2018	Aug 2018 Payroll
	6				95.01

Check Total 95.01

01 - GENERAL FUND Totals: 362.90

Total of Deposit Emails: 362.90

Report Total: 282,275.99

ALL Data

**Cash Summary Report**Arranged by:  
Fund ID

Date Range: 07/01/2018 thru 07/31/2018

Fund	Beginning	Revenue	Expenditures	Other	Ending	Encumbrances	Payables	Unencumbered
01	<b>GENERAL FUND</b>							
	1,746,834.08	178,357.32	-591,694.80	0.00	1,333,496.60	0.00	0.00	1,333,496.60
02	<b>DEPRECIATION FUND</b>							
	628,411.76	2,703.83	0.00	0.00	631,115.59	0.00	0.00	631,115.59
03	<b>EMPLOYEE BENEFIT FUND</b>							
	28,859.78	16.33	0.00	0.00	28,876.11	0.00	0.00	28,876.11
06	<b>LUNCH FUND</b>							
	135,729.32	97.53	-7,519.49	0.00	128,307.36	0.00	0.00	128,307.36
07	<b>BOND FUND</b>							
	38,716.42	8.49	0.00	0.00	38,724.91	0.00	0.00	38,724.91
08	<b>SPECIAL BUILDING FUND</b>							
	655,533.92	1,441.20	0.00	0.00	656,975.12	0.00	0.00	656,975.12
09	<b>QUALIFIED CAPITAL PURPOSE UNDE</b>							
	143,666.85	1,167.39	0.00	0.00	144,834.24	0.00	0.00	144,834.24
10	<b>COOPERATIVE FUND</b>							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	<b>INTERIM</b>							
	4,288.28	880.06	0.00	0.00	5,168.34	0.00	0.00	5,168.34
12	<b>STUDENT FEE</b>							
	4,070.65	0.00	0.00	0.00	4,070.65	0.00	0.00	4,070.65
<b>Report Totals:</b>	<b>3,386,111.06</b>	<b>184,672.15</b>	<b>-599,214.29</b>	<b>0.00</b>	<b>2,971,568.92</b>	<b>0.00</b>	<b>0.00</b>	<b>2,971,568.92</b>

# BUDGET REPORT

## August 7, 2018

		Annual Budget	Monthly Expense	YTD	Budget Balance	Percent Remain
1100	General Ed	2,771,124.00	250,255.48	2,678,897.09	92,226.91	3.33%
1125	Flex Funding	32,541.00	2,487.37	26,170.27	6,370.73	19.58%
1150	LEP Plan	170,091.00	10,062.79	178,669.30	(8,578.30)	-5.04%
1160	Poverty Plan	229,162.00	21,805.35	233,177.94	(4,015.94)	-1.75%
1180	Technology	189,988.00	12,688.94	134,263.58	55,724.42	29.33%
1190	Pre-School	75,221.00	5,253.86	68,889.14	6,331.86	8.42%
1200/91	Special Education	1,027,807.00	33,574.19	765,713.13	262,093.87	25.50%
2100	Guid/Support Services	184,452.00	11,736.67	171,624.38	12,827.62	6.95%
2212/22	Staff Dev/Media Center	79,781.00	3,485.02	62,686.36	17,094.64	21.43%
2310	Board of Ed	48,375.00	1,104.40	30,669.68	17,705.32	36.60%
2320	Superintendent	168,916.00	13,261.49	155,830.70	13,085.30	7.75%
2330	District Legal Services	20,000.00	366.00	4,440.00	15,560.00	77.80%
2400	Principal	307,321.00	26,653.29	305,840.99	1,480.01	0.48%
2510	Business	123,162.00	6,219.66	106,851.38	16,310.62	13.24%
2600	Plant Oper/Maint	455,449.00	28,457.90	331,204.43	124,244.57	27.28%
2750/60	Transportation	257,990.00	11,481.49	150,294.54	107,695.46	41.74%
3135	High Ability Grant	7,757.00	646.12	7,649.94	107.06	1.38%
4200	Title I Part A	81,516.00	7,657.54	94,784.59	(13,268.59)	-16.28%
4310	Title II Part A	10,901.00	1,481.87	4,263.32	6,637.68	60.89%
4400	ECSE/IDEA	102,979.00	0.00	212,292.50	(109,313.50)	-106.15%
4700	Perkins Grant	2,500.00	0.00	4,493.00	(1,993.00)	-79.72%
4925	Title III - Limited English	13,931.00	0.00	4,073.26	9,857.74	70.76%
4992	REAP Grant	28,000.00	0.00	47,703.50	(19,703.50)	-70.37%
6000	Summer School	11,380.00	18.88	5,656.48	5,723.52	50.29%
8000	Transfers	95,000.00	0.00	0.00	95,000.00	100.00%
TOTAL		6,495,344.00	448,698.31	5,786,139.50	709,204.50	10.92%
PREVIOUS YEAR		6,378,506.00	546,223.21	5,765,884.43	612,621.57	9.60%

**GENERAL FUND - #195103**  
**TREASURER'S REPORT AS OF JULY 31, 2018**

<b>BALANCE AS OF JULY 1, 2018</b>	<b>\$1,746,834.08</b>
-----------------------------------	-----------------------

**REVENUE**

WCS-General - Limited Computer Use	48.00	
Various Summer Insurance Premium Reimb.	4,825.00	
ESU #1 - Perkins Reimb	2,606.45	
ESU #7 Title III Reimb	4,073.26	
SON - Title I Reimb	66,497.00	
SON - Title IIA Reimb	12,972.00	
SON - REAP Reimb	39,015.66	
Thurston County - Proceeds	3,268.72	
Dixon County - Proceeds	36,105.16	
Wayne County- Proceeds	14,379.75	
Bank - Interest	1,751.95	
<b>TOTAL REVENUE</b>		<b><u><u>\$185,542.95</u></u></b>

**EXPENSES**

July Payables	428,636.55	
July Payroll	170,243.88	
<b>TOTAL EXPENDITURES</b>		<b><u><u>\$598,880.43</u></u></b>
<b>TOTAL</b>		<b><u><u>\$1,333,496.60</u></u></b>

<b>GENERAL FUND AS OF JULY 31, 2018</b>	<b>\$1,333,496.60</b>
-----------------------------------------	-----------------------

# Current Cash Balance Report

ALL Data

Date: 09/01/2017 thru 07/31/2018

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ATHLETICS</b>					
100 FOOTBALL	727.36	290.00	583.51	0.00	433.85
110 VOLLEYBALL	3,387.93	9,717.00	9,050.71	0.00	4,054.22
125 BOYS BASKETBALL	2,772.97	11,865.50	9,081.94	0.00	5,556.53
130 GIRLS BASKETBALL	1,145.12	3,493.93	2,523.24	0.00	2,115.81
160 NEW UNIFORMS	2,778.38	0.00	2,213.26	0.00	565.12
170 WRESTLING	1,893.89	2,331.00	2,378.23	0.00	1,846.66
175 GEN ATHLETICS	15,718.66	43,210.34	36,909.60	-355.93	21,663.47
<b>A ATHLETICS Totals:</b>	<b>28,424.31</b>	<b>70,907.77</b>	<b>62,740.49</b>	<b>-355.93</b>	<b>36,235.66</b>
<b>B CLASSES</b>					
200 CLASS OF 2019 (12th Grade)	552.44	5,592.22	5,915.91	0.00	228.75
205 CLASS OF 2020 (11th Grade)	101.39	1,056.50	156.55	0.00	1,001.34
210 CLASS OF 2021 (10th Grade)	315.41	1,447.03	0.00	-979.20	783.24
211 CLASS OF 2022 (9th Grade)	211.31	232.15	0.00	0.00	443.46
212 CLASS OF 2023 (8th Grade)	0.00	0.00	0.00	0.00	0.00
215 CLASS OF 2024 (7th Grade)	0.00	0.00	0.00	0.00	0.00
<b>B CLASSES Totals:</b>	<b>1,180.55</b>	<b>8,327.90</b>	<b>6,072.46</b>	<b>-979.20</b>	<b>2,456.79</b>
<b>C ORGANIZATIONS</b>					
301 POWER DRIVE	1,140.74	0.00	117.87	0.00	1,022.87
302 FFA	205.42	0.00	0.00	0.00	205.42
303 SPEECH CLUB	3,203.10	5,079.68	2,766.59	554.95	6,071.14
305 DISTRICT 7 FCCLA	1,208.31	1,882.00	1,254.14	525.00	2,361.17
306 MUSIC BOOSTERS	0.00	0.00	0.00	0.00	0.00
310 NATIONAL HONOR SOCIETY	3,727.93	1,513.43	1,246.19	0.00	3,995.17
315 FBLA	63.50	7,742.58	6,253.58	0.00	1,552.50
320 ANNUAL	-4,164.21	6,742.30	856.26	0.00	1,721.83
325 TOTAD	577.22	0.00	0.00	0.00	577.22
330 FCCLA	2,269.50	6,248.31	5,562.92	-270.00	2,684.89
335 STUCO	1,317.66	438.82	513.24	0.00	1,243.24
340 SPEECH & DRAMA	-1,971.01	1,934.00	4,119.26	-554.95	-4,711.22
345 ONE ACT	-521.40	558.00	1,500.80	0.00	-1,464.20
346 ART CLUB	1,343.69	2,128.38	2,136.15	0.00	1,335.92
385 LIBRARY	1,436.26	1,570.31	1,570.31	0.00	1,436.26
395 HOMECOMING	-697.29	738.86	1,015.07	0.00	-973.50
501 HIGH SCHOOL SWING CHOIR	1,036.57	2,704.93	2,325.93	0.00	1,415.57
553 ELEMENTARY STUCO	743.01	150.25	357.62	0.00	535.64
<b>C ORGANIZATIONS Totals:</b>	<b>10,919.00</b>	<b>39,431.85</b>	<b>31,595.93</b>	<b>255.00</b>	<b>19,009.92</b>
<b>D CONCESSIONS</b>					
400 CONCESSIONS	0.00	17,978.51	19,255.21	1,276.70	0.00
<b>D CONCESSIONS Totals:</b>	<b>0.00</b>	<b>17,978.51</b>	<b>19,255.21</b>	<b>1,276.70</b>	<b>0.00</b>
<b>E MISC</b>					
350 SCHOLARSHIPS	0.00	0.00	0.00	0.00	0.00
390 STUDENT ASSISTANCE	500.00	500.00	0.00	0.00	1,000.00
502 YOUTH FOUNDATION	750.00	0.00	0.00	0.00	750.00
503 LOUNGE	2,166.49	815.40	528.60	0.00	2,453.29
505 CHECKING INTEREST	12,357.13	253.61	0.00	0.00	12,610.74
510 CD INTEREST	2,592.30	0.00	0.00	0.00	2,592.30
520 ELEMENTARY	6,647.72	1,845.35	4,269.27	0.00	4,223.80
540 POP FUND	9,529.72	1,541.62	2,382.15	0.00	8,689.19
550 STUDENT FEES	240.00	0.00	0.00	0.00	240.00
555 WAKEFIELD PLAYGROUND FUND	500.00	0.00	0.00	0.00	500.00
560 MEMORIALS	200.00	0.00	0.00	0.00	200.00
576 PE UNIFORMS	482.00	594.00	844.00	0.00	232.00

ALL Data

# Current Cash Balance Report

Arranged by:

Date: 09/01/2017 thru 07/31/2018

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
577 STATE TOURNAMENTS	1,376.34	1,223.66	3,830.34	-255.00	-1,485.34
E MISC Totals:	37,341.70	6,773.64	11,854.36	-255.00	32,005.98
Z Inactive					
105 JH FOOTBALL	0.00	0.00	0.00	0.00	0.00
115 JH VOLLEYBALL	0.00	0.00	0.00	0.00	0.00
120 GIRLS GOLF	0.00	0.00	0.00	0.00	0.00
135 JH BOYS BASKETBALL	0.00	0.00	0.00	0.00	0.00
140 JH GIRLS BASKETBALL	0.00	0.00	0.00	0.00	0.00
145 TRACK	0.00	0.00	0.00	0.00	0.00
150 JH TRACK	0.00	0.00	0.00	0.00	0.00
155 BOYS GOLF	0.00	0.00	0.00	0.00	0.00
180 JH WRESTLING	0.00	0.00	0.00	0.00	0.00
190 ACTIVITY PASSES	0.00	0.00	0.00	0.00	0.00
220 CLASS OF 2006	0.00	0.00	0.00	0.00	0.00
225 CLASS OF 2007	0.00	0.00	0.00	0.00	0.00
226 CLASS OF 2008	0.00	0.00	0.00	0.00	0.00
227 CLASS OF 2009	0.00	0.00	0.00	0.00	0.00
228 CLASS OF 2010	0.00	0.00	0.00	0.00	0.00
229 CLASS OF 2011	0.00	0.00	0.00	0.00	0.00
230 CLASS OF 2012	0.00	0.00	0.00	0.00	0.00
231 CLASS OF 2013	0.00	0.00	0.00	0.00	0.00
232 CLASS OF 2014	0.00	0.00	0.00	0.00	0.00
233 CLASS OF 2015	0.00	0.00	0.00	0.00	0.00
234 CLASS OF 2016	0.00	0.00	0.00	0.00	0.00
235 CLASS OF 2017	0.00	0.00	0.00	0.00	0.00
236 CLASS OF 2018	0.00	0.00	0.00	0.00	0.00
300 VOCAL/INSTRUMENTAL CONTESTS	0.00	0.00	0.00	0.00	0.00
355 ENTREPRENEURSHIP	0.00	0.00	0.00	0.00	0.00
360 CINCO DE MAYO	0.00	0.00	0.00	0.00	0.00
365 VICA	0.00	0.00	0.00	0.00	0.00
370 EMBROIDERY	0.00	0.00	0.00	0.00	0.00
405 CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
551 5TH BUSINESS FAIR	0.00	0.00	0.00	0.00	0.00
552 TITLE I CARNIVAL	0.00	0.00	0.00	0.00	0.00
575 Wakefield VB	0.00	0.00	0.00	0.00	0.00
Z Inactive Totals:	0.00	0.00	0.00	0.00	0.00
Report Totals:	77,865.56	143,419.67	131,518.45	-58.43	89,708.35

SELECTED

## Receipt History Detail

Arranged by:  
Receipt Date

Receipt Date	Receipt Number	Deposit Slip Number	Received From	Receipt Description	Amount
07/09/2018	000000		NSAA	Track	478.16
				<b>Date Total for 07/09/2018:</b>	<b>478.16</b>
07/18/2018	000000		Snack Machine		45.98
				<b>Date Total for 07/18/2018:</b>	<b>45.98</b>
07/31/2018	000000		Interest	July 2018	23.08
				<b>Date Total for 07/31/2018:</b>	<b>23.08</b>
				<b>Report Total:</b>	<b>547.22</b>

SELECTED Data

## Check Summary Report

Arranged by:  
Check Date

Date: 09/01/2017 thru 08/01/2018

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
<b>07/03/2018</b>						
009533	O	07/03/2018	Brittany Sullivan		VB Camp	400.00
<b>07/06/2018</b>						
009534	O	07/06/2018	Cubbys		Retirement	54.16
009535	O	07/06/2018	VISA			664.09
<b>07/06/2018 Total:</b>						<b>718.25</b>
<b>07/24/2018</b>						
009536	O	07/24/2018	Impact Applications INC		Testing	435.00
<b>Report Total:</b>						<b>1,553.25</b>



Wakefield Public School / Value		Package	
		100% co-insurance	100% co-insurance
	2016-2017	2017-2018	2018-2019
Umbrella	\$4,147.00	\$4,168.00	\$4,220.00
E & O	\$2,268.00	\$2,268.00	\$2,612.00
Commercial Auto	\$6,712.00	\$6,906.00	\$7,439.00
Property - Premium	\$24,203.00	\$24,990.00	\$26,456.00
	\$19,297,980.00	\$21,469,600.00	\$22,160,200.00
Crime	\$403.00	\$403.00	\$323.00
General Liability	\$3,308.00	\$3,308.00	\$3,372.00
Inland Marine	\$2,241.00	\$1,194.00	\$1,480.00
Data Compromise	\$372.00	\$444.00	\$444.00
\$50,000 Response			
Expense Aggregate			
Terrorism Package	Included	Included	Included
Umbrella	Included	Included	Included
Boiler			
Total	\$43,929.00	\$43,681.00	\$46,346.00
Bonds - Treasurer & Superintendent	\$275.00	\$275.00	\$275.00
Credit			(\$516.00)
Total			\$46,105.00
Difference			\$2,424



1734 East El Paso Street, Ste 110  
Fort Worth, TX 76102  
(763) 269-4630 Troy@Dollamur.com

Quote#	Burenheidee3
Date	3/15/18
Expires	4/14/18

## QUOTE

### Bill to:

Eric Burenheide  
Wakefield Schools  
802 Highland Street  
Wakefield, NE 68784  
Ph: 402-380-8586  
Email: eburenheide@wakefieldschools

### Ship to:

Final X (FX1)  
  
Lincoln, Ne  
customer to pick up after event on 6/9/18

Purchase Order No	Salesperson ID	Payment Terms	Req Ship Date
	Troy Reiter	in advance	

Qty	Item Number	Description	Unit Price	Line Total
1.00	w/Tape, White	1-5/8" x 40' x 42' Flexi Roll Wrestling mat	\$ 6,726.00	\$ 6,726.00
1.00	White	30' Circle w/starting lines	\$ -	\$ -
1.00	add paint	Paint OB Maroon	\$ 800.00	\$ 800.00
16.00	add text, Black	Wakefield Trojans, Yearbook solid, 3' letters	\$ 40.00	\$ 640.00
1.00	add logo	24' Trojan head logo, 3 color	\$ 1,080.00	\$ 1,080.00
		(will need vector file for production)	\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
		**spring special pricing	\$ -	\$ -
			\$ -	\$ -
COMMENTS:			Subtotal	\$ 9,246.00
Quote valid for 30 days			Freight	included
			Sales Tax	-
			Total	\$ 9,246.00
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1734 East El Paso Street, Ste 110  
Fort Worth, TX 76102  
(763) 269-4630 Troy@Dollamur.com

Quote#	Burenheidee1
Date	3/13/18
Expires	4/12/18

## QUOTE

### Bill to:

Eric Burenheide  
Wakefield Schools  
802 Highland Street  
Wakefield, NE 68784  
Ph: 402-380-8586  
Email: eburenheide@wakefieldschools

### Ship to:

Same

Purchase Order No	Salesperson ID	Payment Terms	Req Ship Date
	Troy Reiter	in advance	

Qty	Item Number	Description	Unit Price	Line Total
1.00	w/Tape, White	1-5/8" x 40' x 42' Flexi Roll Wrestling mat	\$ 7,700.00	\$ 7,700.00
1.00	White	30' Circle w/starting lines	\$ -	\$ -
1.00	add paint	Paint OB Maroon	\$ 800.00	\$ 800.00
16.00	add text, Black	Wakefield Trojans, Yearbook solid, 3' letters	\$ 40.00	\$ 640.00
1.00	add logo	24' Trojan head logo, 3 color	\$ 1,080.00	\$ 1,080.00
		(will need vector file for production)	\$ -	\$ -
7.00		HD Storage Bags (\$350 value)	free	\$ -
2.00		Corner Chair protectors (\$199 value)	free	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
		**spring special pricing	\$ -	\$ -
			\$ -	\$ -

COMMENTS:	Subtotal	\$ 10,220.00
Quote valid for 30 days	Freight	included
	Sales Tax	-
	Total	\$ 10,220.00

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SPRING 2018

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Process Black



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**Orange - ORG**  
PMS 151C



**Dark Green - DGN**  
PMS 350C



**Maroon - MRN**  
PMS 216C



**Light Grey - LGR**  
PMS 428C



**Navy - NVY**  
PMS 534C



**White - WHT**



**Brown - BRN**  
PMS 4695C



**Charcoal Grey - CGR**  
PMS Cool Gray 11C

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## 5018

### Parent and Guardian Involvement In Education Practices

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

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
  - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
  - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
  - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NeSA assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
  - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
  - b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.

- a. Building principals may excuse a student from any single school experience at the parent's written request.
  - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
  - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
  - b. State Assessments

The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.
  - c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

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

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

Adopted on: 6/14/2010

Revised on: 7/13/2017

Reviewed on: 2/8/2018





# **Wakefield High School** **iPad Policy, Procedures, and Information** **2018-2019**

## **Wakefield High School iPad 1:1 Initiative**

The focus of the iPad program at Wakefield High School is to provide tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21<sup>st</sup> century students is the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all iPads used at Wakefield High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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2.1 General Precautions	
2.2 Carrying iPads	
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<b>11. Student Pledge for iPad Use</b>	

## **1: Receiving Your iPad & iPad Check-In**

### **1.1 Receiving your iPad:**

iPads will be distributed each fall during the “iPad Orientation.” Parents & students MUST sign and return copies of the iPad Protection Plan, Student Pledge, and Acceptable Use Policy documents before the iPad can be issued to their child. The iPad Protection Plan outlines the requirements for obtaining the iPad.

### **1.2 iPad Check-In**

iPads will be returned during the final week of school during the student checkout so they can be checked for serviceability. If a student transfers out of the Wakefield Community School District during the school year, the iPad will be returned at that time.

### **1.3 Check-In Fines**

Individual school iPads and accessories must be returned to the Wakefield High School Technology Director at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Wakefield for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Wakefield, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft being reported with the Dixon or Wayne County Sheriff’s Department.

Students are to keep the school assigned iCloud account on their iPad. If a student returns the iPad with a different iCloud account, and cannot remember the password, the student will owe for a brand new iPad. When an iCloud account is on an iPad and the password is forgotten, the iPad cannot even be wiped clean without that password, thus leaving it unusable.

Furthermore, the student will be responsible for any damage to the iPad, consistent with the District’s iPad Protection Plan and must return the iPad and accessories to the Wakefield High School Library in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

## **2: Taking Care of Your iPad**

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to Mrs. Ziska for an evaluation of the equipment.

## **2.1 General Precautions**

- The iPad is school property and all users will follow this policy and the Wakefield Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of the Wakefield Community School District.
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students must keep their iPad in the protective case, provided by the school, at all times.
- If a student takes the case or part of the case, off of the iPad, and the iPad gets broken while the case is off the student is responsible for the full repair fee, even if it is the student's first time breakage.

## **2.2 Carrying iPads**

The protective case provided with the iPads has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads must always be in the protective case.
- Some carrying cases (i.e. backpacks) can hold other objects (such as folders, textbooks, and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

## **2.3 Screen Care**

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

## **3: Using Your iPad at School**

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad computer. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

### **3.1 iPads Left at Home**

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly (3 or more times as determined by any staff member) leaves their iPad at home, they will be required to “check out” their iPad from the Technology Director for a period of time determined by the building principal.

### **3.2 iPad Undergoing Repair**

Spare iPads may be issued to students when they leave their iPad for repair with Mrs. Ziska. There may be a delay in getting an iPad should the school not have enough to loan.

### **3.3 Charging Your iPad’s Battery**

iPads should be brought to school each day in a fully charged condition. Students are responsible for charging their iPads at home when needed.

### **3.4 Screensavers/Background Photos**

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Students are encouraged to put passwords on their iPad lock screen. You are advised to keep a copy of the password at home.

### **3.5 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teachers for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the teacher.
- Internet games are not allowed on the iPads. If game apps are installed, it will be by Wakefield staff.
- All software/apps must be district approved. Data storage will be through apps on the iPad and email to a server location.

### **3.6 Printing**

Printing is limited to documents needed for school. Students should not print anything for personal use.

### **3.7 Home Internet Access**

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home.

## **4: Saving to the iPad**

### **4.1 Saving to the iPad**

Students may save work to the home directory on the iPad on a limited basis. It is recommended that students email documents to themselves for storage on a flash drive or district server (J Drive). Storage space will be available on the iPad—BUT it will NOT be backed up in the case of reimaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

A new feature this year is a school assigned iCloud ID that will allow you to back up all features of your iPad and reimage to a new iPad if necessary. This process has not been tested and students are encouraged to follow the above instructions until we are sure how this works.

### **4.2 Network Connectivity**

The Wakefield Community School District makes no guarantee that their network will be and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

## **5: Software on iPads**

### **5.1 Originally Installed Software**

The software/Apps originally installed by Wakefield Community School must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

### **5.2 Additional Software**

Students are not allowed to load extra software/apps on their iPads. Wakefield will synchronize the iPads so that they contain the necessary apps for school work. Students will not synchronize iPads or add apps to their assigned iPad, to include home syncing accounts.

### **5.3 Inspection**

Students may be selected at random to provide their iPad for inspection. If we have reason to suspect that any unacceptable activity or damage has been done to any iPad, Wakefield Community School reserves the right to bring the iPad to the office for inspection.

## **5.4 Procedure for Reloading Software**

If technical difficulties occur or illegal software, non Wakefield installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage.

## **5.5 Software Upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

## **6: Acceptable Use**

The use of the Wakefield School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Wakefield Community School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Wakefield Community School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Wakefield Community School District's Acceptable Use Policy as the Student Handbook shall be applied to student infractions.

**Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.**

### **6.1 Parent/Guardian Responsibilities:**

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of having an iPad, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).

## **6.2 School Responsibilities:**

- Provide Internet and Email access to its students.
- Provide Internet blocking of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to school lockers. Wakefield School District reserves the right to review, monitor, and restrict information stored on or transmitted via Wakefield Community School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

## **6.3 Students are Responsible for:**

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via Wakefield Community School District’s designated Internet System is at your own risk. Wakefield Community School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Wakefield Community School District protect our computer systems/devices by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their iPad after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language, or if the subject matter is questionable, he/she is asked to report the email to the office.
- Return their iPad to the technology lab at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Wakefield Community School for any reason must return their individual school iPad computer on the date of termination.



#### **6.4 Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports, and other forms of student work.
- Messaging services. i.e. MSN Messenger, ICQ, iPad Messenger, etc.
- Internet/Computer games.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc).
- Downloading apps.
- Spamming-sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSN Messenger and Yahoo Messenger.
- Students are not allowed to give out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading of creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components of school equipment) will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the Wakefield Community School web filter through a web proxy.
- Students are to keep the assigned iCloud account on their iPad. If a student returns the iPad with a different iCloud account, and cannot remember the password, the student will owe for a brand new iPad. When an iCloud account is on an iPad and the password is forgotten, the iPad cannot even be wiped clean without that password, thus leaving it unusable.

## **6.5 iPad Care**

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

- iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Wakefield Community School District may be applied to the iPad.
- iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying the case replacement fee.
- iPads that malfunction or are damaged must be reported to Mrs. Rusk. The school district will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect, or accidental damage will be repaired with the cost being borne by the student. The \$50 fee applies to the repair or replacement cost for the first damage offense, with the repair or replacement cost of each additional damage offense charged fully to the student.
- Students will be responsible for the full cost of repair or replacement to any iPad that has been damaged intentionally. The \$50 protection fee cannot be applied to iPads that are determined to be intentionally damaged.
- iPad covers should not be removed. Students will be responsible for full cost of repair or replacement if iPad is damaged while cover is removed (even if it is a “first offense” of damage).
- iPad damage: Students are responsible for any and all damage.
- iPads that are stolen must be reported immediately to the office and the Police Department.

## **6.6 Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or a parent.
- Plagiarism is a violation of the Wakefield Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Wakefield Student/Parent Handbook guidelines. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

## **6.7 Student Discipline**

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

1<sup>st</sup> Offense: Student(s) will check in/check out their iPads from the technology laboratory or the principal's office daily for three (3) weeks.

2<sup>nd</sup> Offense: Three (3) weeks of iPad privilege suspension (student still responsible for all required work)

3<sup>rd</sup> Offense: Loss of iPad privileges for a length of time determined by the administration.

## **7: Protecting & Storing Your iPad**

### **7.1 iPad Identification**

Student iPads will be labeled in the manner specified by the school. Any label applied to the iPad by Wakefield Community School is NOT to be removed. iPads can be identified in the following ways:

- Record of serial number
- Wakefield Community School barcode label
- Wakefield Community School laser engraving

### **7.2 Storing Your iPad**

When students are not using their iPads, they should be stored in their lockers. The Wakefield Community School District recommends the students use either a lock provided by the school district or obtain a personal lock and provide the office with a key or combination to the personal lock. Nothing should be placed on the top of the iPad when stored in the locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at any time. If a student needs a secure place to store their iPad, they may check it in for storage in the library.

DO NOT leave your iPad in a place that is experiencing extreme hot or cold conditions. (i.e. a car in the summer or winter)

Extreme heat will damage the unit itself. Extreme cold will cause severe screen damage.

### **7.3 iPads Left in Unsupervised Areas**

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer labs, locker rooms, unlocked classrooms, dressing rooms, and hallways. Any iPad found in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the office. Violations may result in loss of privileges.

## **8: Repairing or Replacing Your iPad**

### **8.1 School District Protection**

School District Protection is required for students and parents to cover iPad replacement in the event of theft, loss, or accidental damage. The protection cost is \$50.00 annually for each iPad with a maximum cost of \$150.00 per family. This will include one repair or replacement, additional repairs or replacement costs will be the full responsibility of students. Parents will need to purchase this insurance through the Wakefield High School office before your student is allowed to check out an iPad.

### **8.2 Claims**

All insurance claims must be reported to the high school office. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before an iPad can be repaired or replaced.

## **9: Cost of Repairs**

Students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, interoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

Wakefield Community School will order all replacement parts.

## Wakefield High School

### District iPad Protection Plan

The Wakefield Community School District recognizes that with the implementation of the iPad initiative there is a need to protect the investment both by the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

#### School District Protection

School District Protection is available for students and parents to cover iPad replacement in the event of theft, loss, or accidental damage. The protection cost is \$50.00 annually for each iPad with a maximum cost of \$150.00 per family. This plan will include one repair or replacement, additional repairs or replacements will be the full responsibility of the student. Parents will need to purchase this insurance through the Wakefield High School office before your student is allowed to check out an iPad.

#### Personal Home or Homeowners Coverage

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad.

Parent Name (Please Print):\_\_\_\_\_

Parent Signature:\_\_\_\_\_ Date:\_\_\_\_\_

**Additional Information:** In cases of theft, vandalism and other criminal acts, a police report, or in the case of a fire, **a report MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. **INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional damages to iPads, Warranty, Accidental Damage Protection, or School District iPad Protection **DOES NOT** cover intentional damage of the iPads.

## **Wakefield High School**

### **Student Pledge for iPad Use**

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery as needed.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are appropriate, meet Wakefield Community School District expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad or provided case; I will not deface any sticker applied to any iPad applied by Wakefield Community School.
11. I understand that my iPad is subject to inspection at any time without notice and remains property of the Wakefield Community School District.
12. I will follow the policies outlined in the iPad Handbook and the Use of the Acceptable Use Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft or vandalism, as well as report to the Wakefield Community School District.
14. I will be responsible for all damage or loss caused by neglect or abuse. I will report any damages or loss to Wakefield High School office.
15. I agree to return the iPad, case and power cords in good working condition.

**I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use.**

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Individual school iPads and accessories must be returned to the Wakefield Technology Lab at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Wakefield Community School District for any other reason must return their individual school iPad computer on the date of termination.**

**District Title I Parent and Family Engagement Policy**

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy and to remove barriers to participation.

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

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program

communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

Adopted on: 6/14/2010

Revised on: 7/10/2018

Reviewed on: 7/10/2018



## Bus Transportation Rates

August 13, 2018

School	Bus Route Rate	Extra- Duty Rates	Other
<b>Emerson – Hubbard</b>	\$50 per route	\$13.35/hr	In town Shuttle - \$21/hr Out of town Shuttle - \$32 Teacher drives to activity - \$45
<b>Allen Consolidated</b>	29.12/36.72/39.65 per route	14.50/hr min 3 hrs	Sport practice route w/van \$11.42 per route w/bus \$25 per route
<b>Wayne Community</b>	Contracted	Contracted	
<b>Homer</b>	Contracted with Durham Bus		
<b>Pender</b>	\$16.15 per hour	\$14.65/hr	Route drivers get full single hlth/dental or cash option of \$333/mo
<b>Ponca</b>	\$71.30 per route (\$23.77 per hour)	\$14.93/hr	Shuttle Route \$33.74/hr SPED Van - \$14.93/hr
<b>Laurel Concord Coleridge</b>	\$28.00 per hour	\$12.25/hr	Sub Driver Rate \$23.88/hr
<b>Pierce</b>	\$39.29 per route	Driving - \$15.33 Sitting - \$12.01	SPED Driving-\$23.72/hr
<b>Wisner-Pilger</b>	\$14.05 - \$19.28/hour	Coaches \$18.99/hr Route Driver \$15.10	
<b>Winside</b>	\$50/route	\$16.00/hr	
<b>Wakefield</b>	\$40 per route \$700-775 /per month for regular drivers	\$14.00 /hour	

**Wakefield Community Schools**  
**Concussion Policy Addendum Policy 6034.1**  
**See District Policy 6034**

In compliance with the Nebraska Concussion Awareness Law LB 260 (7-1-2012) and LB 923 Return to Learn amendment (4-22-2014), Wakefield Community Schools has entered into official policy the directives and responsibilities as identified in such laws.

The Nebraska Concussion Awareness Law LB260 was enacted to provide a means for schools to improve their athletic health care; improve their methods for managing sports-related concussions and the progression for concussed athletes return to play in a more consistent, objective, and safe manner; educate schools, coaches, athletes, and parents to recognize the signs, symptoms, and inherent risk of sports-related concussions.

LB 923 The Return to Learn Amendment is a revision of LM 260 and established a return to learn protocol for students that have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modification of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

In compliance with LB 260 & LB 923, the following step by step policy will be followed when an athlete is **"reasonably suspected"** of having received a concussion or anytime an athlete is removed from a game, practice or sports activity due to a suspected concussion prior to "return to play", sports' participation or any school sponsored physical activity.

**Step 1: The athlete will immediately be removed from play, sports participation and all physical activity. No athlete suspected of having sustained a concussion will return to athletic activity until the succeeding steps are fully completed.**

**"When in doubt, sit them out!"** The concussed brain is most vulnerable to a repeat injury (2<sup>nd</sup> Impact Syndrome) following the initial concussion. The 2<sup>nd</sup> injury is very critical to guard against. Previously, athletes were allowed to return to play during the same day, game or practice in which the injury occurred if their symptoms resolved during the course of that activity. Studies have now shown us that the young brain does not recover quickly enough for an athlete to return to activity in the same day of injury. Once a concussion occurs, the brain is most vulnerable to further injury and very sensitive to any increased stress until it fully recovers. If an athlete returns to activity before being fully healed from a concussion, the athlete is at increased risk for a repeat concussion. A repeat concussion that occurs before the brain has a chance to recover from the first can slow recovery or increase the chance for long-term potentially life threatening complications.

All injuries, including signs and symptoms of possible concussion, resulting from sports participation must be reported to the Wakefield Sport Head Coach (or assistant coach if the head coach is not available) by the student, parent or custodial guardian.

**Step 2: The athlete's parents or guardians will be contacted about the suspected concussion. (See Appendices A & B)**

Parents or Guardians will be notified immediately after the injury and will be provided information on Wakefield Community Schools' Concussion Policy and will review the subsequent concussion management protocol.

**Step 3: All athletes suspected of having a concussion must be medically evaluated by a licensed healthcare professional trained in the evaluation and management of traumatic brain injury among a pediatric population before they are eligible to return to play.**

If the injured athlete is formally medically diagnosed with having sustained a concussion, Steps 4 thru 6 will be followed accordingly and the injured athlete will be disqualified to return to play until all steps are satisfactorily completed.

If the injured athlete is formally and medically determined to "NOT" have sustained a concussion, the injured athlete may then return to play upon having provided a satisfactorily completed Return to Play (RTP) form with requires clearance and signatures from both the examining medical provider and parent/guardian.

**Step 4: The Wakefield Community Schools Concussion Management Team (CMT) will be notified of the injured athlete (See Appendix C)**

A successful Return to Learn is necessary before Return to Play may be activated. In compliance with Nebraska LB 923, the Wakefield Community Schools CMT will design an individual plan to review the student's concussion recovery and make the necessary academic accommodations until that student no longer need them as a result of the concussion. After the CMT certifies that no further academic concerns or accommodations are needed, the student may be released to begin the progressive return to play program.

**Step 5: ImPACT Test - Immediate Post-Concussion Assessment and Cognitive Testing.**

ImPACT is an online computer-based testing program specifically designed for the management of sports-related concussion. It is a research-based software tool developed at the University of Pittsburgh Medical Center that evaluates multiple aspects of neurocognitive function.

ImPACT is the industry leader in neurocognitive post-concussion testing. Current ImPACT clients include the NFL, NBA, NHL, MLB, numerous NCAA Division I Football programs and multiple high schools throughout the United States and Nebraska.

Testing involves a pre-activity baseline test and post-injury test for comparison. When a concussion has occurred, the post-injury test is compared to the baseline report to assess potential changes caused by a concussion. The injured athlete must present satisfactory computer-evaluated post-concussion test scores that indicated neurocognitive function has returned to pre-injury baseline testing levels.

ImPACT measures multiple aspects of neurocognitive functioning in athletes, including:

- Player symptoms;
- Verbal and visual memory, processing speed, and reaction time;
- Reaction time measured to a 1/100th of second;
- Attention span;
- Working memory;
- Sustained and selective attention time;
- Response variability;
- Non-verbal problem solving.

***Step 6: Written clearance/consent to return to play by a licensed healthcare professional, trained in the medical evaluation a management of traumatic brain injury among a pediatric population. (See Appendix D)***

Before initiating Step 7 Progressive Return to Play, the injured athlete must:

1. Have provided written clearance/consent from the examining medical provider;
2. Have provided written clearance/consent from parents/guardians;
3. Has been certified by the school's Concussion Management team to Return to Learn;
4. Has satisfactorily completed the ImPACT Post-Concussion Test;
5. Is symptom-free at rest, remains symptom-free or no longer presents signs or symptoms of a

concussion in an effort to allow the brain to continue to heal and to re-adjust to physical exertion, the injured athlete may proceed with activity in a gradual step-wise Progressive Return to Play (RTP) Program.

***Step 7: Progressive Return to Play (RTP) Program.***

24 hours will be required between each step before advancing to the next step, as monitored and directed.

The concussed athlete must remain symptom-free before proceeding to the next step. The concussed athlete will be re-evaluated daily by a member of the concussion management team prior to the start of each new step. If post-concussion symptoms occur at any step, stop activity and have CMT reassess.

**See Appendix E Return to Play Protocol**

All athletes requiring medical evaluation for injuries or illnesses that subsequently prevent the athlete from sport participation (whether or not the result of athletic participation), are required to provide a satisfactorily completed "Return to Play" clearance form signed by parent(s) or guardian(s) and the examining medical provider.

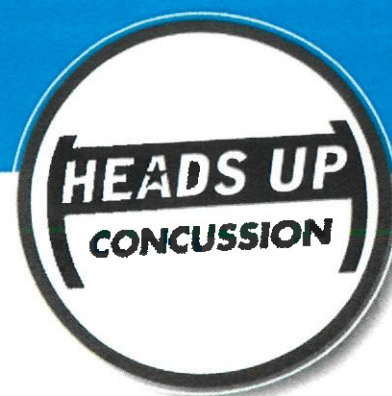
Questions or concern regarding this policy addendum may be directed to the High School Administration.

Adopted: 6/11/2012

Revised: 7/10/2018

Reviewed: 7/10/2018

## PARENT & ATHLETE CONCUSSION INFORMATION SHEET



### WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

### WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports one or more symptoms of concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of play the day of the injury. The athlete should only return to play with permission from a health care professional experienced in evaluating for concussion.

### SYMPTOMS REPORTED BY ATHLETE:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

### DID YOU KNOW?

- Most concussions occur without loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

### SIGNS OBSERVED BY COACHING STAFF:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

**"IT'S BETTER TO MISS ONE GAME  
THAN THE WHOLE SEASON"**

## CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

## WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

1. If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.
2. Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, and playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.
3. Remember: Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

## WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

Appendix A

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. They can even be fatal.

---

STUDENT-ATHLETE NAME PRINTED

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STUDENT-ATHLETE NAME SIGNED

---

DATE

---

PARENT OR GUARDIAN NAME PRINTED

---

PARENT OR GUARDIAN NAME SIGNED

---

DATE

JOIN THE CONVERSATION ➞ [www.facebook.com/CDCHeadsUp](http://www.facebook.com/CDCHeadsUp)

TO LEARN MORE GO TO >> [WWW.CDC.GOV/CONCUSSION](http://WWW.CDC.GOV/CONCUSSION)

Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).



HEADS UP

### Wakefield Community Schools Possible Concussion Suspected

\*This student displayed symptoms of a possible concussion. Student was removed from play

Student's Name: \_\_\_\_\_

Date/Time of Suspected Concussion: \_\_\_\_\_

Activity during Suspected Concussion: \_\_\_\_\_

Signs and Symptoms Present: \_\_\_\_\_

Actions taken to treat: \_\_\_\_\_

Documentation of Parental Notification:

Date/Time of notification: \_\_\_\_\_

Staff member: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Information about concussion symptoms and management can be found at:

<http://www.cdc.gov/concussion>

This student displayed symptom(s) of a possible concussion and must be assessed by a licensed health care professional in accordance with the Nebraska Concussion Awareness Act.

A student-athlete may be allowed to return to play when:

- He/She has been evaluated by a licensed healthcare professional;
- He/She has received written clearance from the licensed healthcare professional;
- **AND** he/she has written permission to resume participation from the student's parent/guardian.

\*The student must pass Return To Learn Protocol (no academic accommodations needed) prior to beginning the Return To Play Protocol.

If you have any questions, please contact Wakefield Community School.



## RETURN TO ACADEMICS PROGRESSION

Progression is **individual**. All concussions are different. Students may start at any of these steps, depending on symptoms, and may remain at a step longer if needed. If symptoms worsen, the CMT should reassess. If symptoms quickly improve, a student may also skip a step or two. Be flexible!

Steps	Progression	Description
1	<b>HOME - Cognitive and physical rest</b>	<ul style="list-style-type: none"> <li>➤ Stay at home</li> <li>➤ No driving</li> <li>➤ Limited mental exertion - computer, texting, video games, homework</li> </ul>
2	<b>HOME - Light Mental Activity</b>	<ul style="list-style-type: none"> <li>➤ Stay at home</li> <li>➤ No driving</li> <li>➤ Up to 30 minutes exertion</li> <li>➤ No prolonged concentration</li> </ul>

Progress to Step 3 when student handles up to 30 minutes of sustained mental exertion without worsening of symptoms.

3	<b>SCHOOL - Part Time</b> Maximum adjustments Shortened day/schedule Built-in breaks	<ul style="list-style-type: none"> <li>➤ Provide quiet place for scheduled mental rest</li> <li>➤ Lunch in quiet environment</li> <li>➤ No significant classroom or standardized testing</li> <li>➤ Modify rather than postpone academics</li> <li>➤ Provide extra time, help, and adjustment of assignments</li> </ul>
---	-----------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Progress to Step 4 when student handles 30-40 minutes of sustained mental exertion without worsening of symptoms.

4	<b>SCHOOL - Part Time</b> Maximum adjustments Shortened day/schedule	<ul style="list-style-type: none"> <li>➤ No standardized testing</li> <li>➤ Modified classroom testing</li> <li>➤ Moderate decrease of extra time, help, and modification of assignments</li> </ul>
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Progress to Step 5 when student handles 60 minutes of mental exertion without worsening of symptoms.

5	<b>SCHOOL - Part Time</b> Minimal adjustments	<ul style="list-style-type: none"> <li>➤ No standardized testing; routine tests or OK</li> <li>➤ Continued decrease of extra time, help, and adjustment of assignments</li> <li>➤ May require more support in academically challenging subjects</li> </ul>
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Progress to Step 6 when student handles all class periods in succession without worsening of symptoms AND receives medical clearance for full return to academic and athletics.

6	<b>SCHOOL - Full Time</b> Full academics No adjustments	<ul style="list-style-type: none"> <li>➤ Attends all classes</li> <li>➤ Full homework and testing</li> </ul>
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When symptoms continue beyond 3-4 weeks, prolonged in-school supports are required. Request 504 meeting to plan and coordinate student supports.



## RETURN TO COMPETITION FORM

This form is to be used after an athlete is removed from and not returned to competition following the identification of a concussion by a healthcare professional. The athlete should not be returned to play until written authorization is obtained from an appropriate health care professional and the parent/guardians.

Athlete: \_\_\_\_\_ School: \_\_\_\_\_

Grade: \_\_\_\_\_ Sport: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

I have examined and progressed the named student-athlete following his/her identification of a concussion and they have completed the return to PLAY PROTOCOL as mandated by the NEBRASKA DEPARTMENT OF EDUCATION. In order for the student-athlete to BEGIN STAGE 5 and return to full athletic competition the parent must grant permission for the student-athlete to do so.

\_\_\_\_\_ **Permission *is granted*** for the athlete to return to competition

\_\_\_\_\_ **Permission *is not granted*** for the athlete to return to competition

COMMENT: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Healthcare Professional

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

I agree with

\_\_\_\_\_  
 Parent/Guardian

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

## RETURN TO PLAY PROGRESSION

Return to play is a medical decision. The CMT will be familiar with state concussion laws and understand which healthcare providers may clear a student. **To begin the Return to Play Plan, the student must be free of all symptoms (see Signs and Symptoms of Concussion), have no academic adjustments in place, and be cleared by a healthcare provider.** The student may spend 1-2 days at each step before advancing to the next. If post-concussion symptoms occur at any step, stop activity and have the CMT reassess.

Rehabilitation Stage	Functional exercise at each stage of rehabilitation	Objective of each stage
1. No activity	Symptom limited physical and cognitive rest.	Recovery
2. Light aerobic exercise	Walking, swimming or stationary cycling keeping intensity <70% maximum permitted heart rate.  No resistance training.	Increase HR
3. Sport-specific exercise	Skating drills in ice hockey, running drills in soccer. No head impact activities.	Add movement
4. Non-contact training drills	Progression to more complex training drills, e.g., passing drills in football and ice hockey. May start progressive resistance training.	Exercise, coordination and cognitive load
5. Full-contact Practice	Following medical clearance.  Participate in normal training activities.	Restore confidence and assess functional skills by coaching staff
6. Return to play	Normal game play	

Recommendations from 2012 Zurich Consensus Statement on Concussion — McRory, P., Meeuwisse, WH, Aubry, M, et. al., *Br. J Sports Med* 2013; 47:250-258.

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## AUTHORIZATION FOR EXCHANGE OF HEALTH INFORMATION

Student Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

I hereby authorize Ross Hansen, PA-C, serving as the Athletic Trainer, and Wakefield High School access to health information/records for educational evaluation and planning, or medical evaluation and treatment.

This authorization is valid for **one calendar year**. I understand that I may revoke this authorization at any time by submitting written notice of the withdrawal of my consent. I recognize that health records, once received by the school district, may not be protected by HIPAA Privacy Rule, but will become education records protected by the Family Educational Rights and Privacy Act (FERPA). I also understand that if i refuse to sign, such refusal will not interfere with my child's ability to obtain health care.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **Extracurricular Activities**

### **Code of Conduct**

Students are encouraged to participate in Wakefield Community School's extra-curricular activities. Participation in activities is a privilege, which carries with it responsibilities to the school, team, student body, and community. Participants are not only representing themselves, but also their school and community.

### **Activities subject to the Code of Conduct**

Extracurricular activities shall include, but are not limited to: all athletics, Speech, FCCLA, FBLA, FFA, STUCO, Play Production, and National Honor Society. Activities under these guidelines shall also include Homecoming (including coronation and dance), Prom (including the grand march and dance), Post Prom, the Athletic Banquet, and the band/music trip. Music students will be under the Code of Conduct guidelines for solo or small group performances, but shall be allowed to participate in large group performances since these are part of their academic grade for those classes. Students participating in activities are representing our school and subject to additional voluntary guidelines in order to be involved in the activity. General student discipline guidelines still apply.

### **Extracurricular Drug Testing Program**

The school district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 7-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs. Consequences will include suspension from activities for a specified number of school days. The suspension will include weekends and holiday breaks that occur during the specified span of school days. School days shall be considered to be day's school is in session during the normal school year, as per the approved school-year calendar. In the case in which the school year comes to an end before the activity suspension has expired, the consequence will carry over to the following school year.

#### **1. Purpose of Random Drug Testing**

- a. The school district has recognized that observed and suspected drug and alcohol use and abuse has increased among the student population, including students participating in extracurricular activities.
- b. The school district seeks to provide safe, drug-free schools.
- c. The school district seeks to deter the use of illegal and prohibited drugs and alcohol among students.
- d. The school district recognizes that students who use illegal and prohibited drugs pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
- e. The school district finds that the drug and alcohol problem among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs and alcohol.

**2. Notice.** Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy. This policy may also be included in the student handbook.

**3. Drug Testing Coordinator.** The Drug Testing Coordinator shall be the Superintendent or his or her designee unless otherwise indicated.

4. **Extracurricular Activities.** This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district which includes but is not necessarily limited to the following:

For grades 9-12:

Art Club, Baseball, Basketball, District Music Contest Participants, FBLA, FCCLA, FFA, Football, Golf, NHS, One-Act, Pep Band, Quiz Bowl, Speech Team, Student Council, Swing Choir, Track, Volleyball, Wrestling.

For grades 7-8:

Basketball, FBLA, FCCLA, FFA, Football, Student Council, Swing Choir, Track, Volleyball, Wrestling.

For testing purposes, an emphasis may be placed on activities that are currently “in-season” but the district may draw from the roster of other “out-of-season” activities as well.

5. **Students Who Are Required to Submit to Drug Testing**

- a. **Grades.** All students in grades 7-12 who participate in any extracurricular activity or competition are part of the pool subject to random drug testing.
- b. **Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.
- c. **Selection Pool Eligibility.** Students shall remain in the selection pool for an entire school year from the date the consent form is received by the school district except that students who quit during the season or activity (prior to being selected for testing) or students who are cut from an activity will be removed from the testing pool. Students in grades 7 and 8 will be in their own selection pool, and students in grades 9-12 will be in a separate selection pool.
- d. **Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for 90 school days. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for 90 school days from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.

6. **Drugs.** Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. “Drugs” means:

- a. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*
- b. Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
- c. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).

## 7. Testing Procedures

- a. **Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list may be submitted to the Drug Program Administrator (DPA).
- b. **Reasonable Suspicion Testing.** In addition to random drug testing, a student is subject to drug testing at any time when the Drug Testing Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Testing Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable.
- c. **Non-Random Drug Testing.** Extra-curricular student participants may be subject to drug testing on the day of the game/event and the following 72 hours after the event.
- d. **Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parent(s)/guardians may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The parent(s)/guardian(s) making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parent(s)/guardian(s) in advance of the test.
- e. **Type of Test.** The school district reserves the right to utilize breath, saliva, hair or urinalysis testing procedures. Urine and oral fluid samples which screen positive will be confirmed by GC/MS. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).
- f. **Collection Site.** The Drug Testing Coordinator will designate the collection site at which student will provide specimens. The collection site may be off the premises of the school district.
- g. **Collection Procedures.** The school board will select a Drug Program Administrator (DPA). The DPA or school administration shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.
- h. **Drugs.** Students may be randomly tested for any drugs, including but not limited to alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, methamphetamines, marijuana, opiates, and phencyclidine.
- i. **Results.** The DPA shall notify the student and the Drug Testing Coordinator of any positive test after the initial screening. The Drug Testing Coordinator shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive

test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.

- j. **Request for a Retest.** A positive test will be saved by the MRO, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug Testing Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.
- 8. **Negative Tests.** Students and their parents will receive verbal or written notice when the student's test result is negative.
- 9. **Consequences for Testing Positive.** Whenever the test results indicate the presence of drugs, Drug Testing Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Testing Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows. At the end of each consequence period, the student must submit another test and the test must be negative before becoming eligible again. All offenses are cumulative in grades 7-8. Offenses that occur in grades 7-8 shall not count as offenses in grades 9-12. All offenses are cumulative in grades 9-12:
  - a. **First Offense**
    - i. The student may be required to attend practice.
    - ii. The student will be ineligible to publicly perform in any extracurricular activity for 30 school days. The day of the positive test result shall be the first day for counting purposes. In the case of the student admitting guilt prior to a positive test, the day of admission of guilt shall be the first day for counting purposes. In this case, the student will still be asked to submit a test.
  - b. **Second Offense**
    - i. The student may be required to attend practice.
    - ii. The student will be ineligible to publicly perform in any extracurricular activity for 60 school days. The day of the positive test result shall be the first day for counting purposes.
    - iii. The student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement into the extra-curricular activities program.
  - c. **Third and Subsequent Offenses**
    - i. The student will be ineligible to publicly perform in any extracurricular activity for 180 school days. The day of the positive test result shall be the first day for counting purposes.
    - ii. The student shall obtain a drug/alcohol counseling evaluation and follow said recommendations, at parents' expense.
    - iii. The student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement into the extra-curricular activities program.
- 10. **Refusal to Test.** A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall be deemed

to have submitted a positive test.

11. **Tampering.** Tampering is the use of any agent or technique which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Testing Coordinator or the MRO determines that a student tampered with a drug test, the student shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for 180 school days.  
The use of any such agent or technique shall be treated as a positive test for drugs prohibited by this Policy and shall be subject to the penalties set forth in Section 9 of this Policy.
12. **Maintenance of Records.** All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.
13. **Appeal.** A student participating in extracurricular activities who has been determined by school district officials to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). The request for a review must be submitted to the Superintendent in writing within seven (7) school days of notice of the positive test. A student requesting a review will be deemed ineligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be final in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.
14. **Severability.** If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.



**WAKEFIELD COMMUNITY SCHOOL**

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WAKEFIELD, NE 68784-0330

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**CONSENT TO PERFORM **RANDOM** DRUG TESTING  
2018-2019**

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

As a student and parent:

- < We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.
- < We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.
- < We understand that when students participate in any extracurricular activity, they will be subjected to **random** drug testing, and if they refuse, will not be allowed to practice or participate in any extracurricular activity. We have read this consent statement and agree to its terms.
- < We understand this is binding while a student is enrolled in Wakefield Community School District.

**CONSENT TO PERFORM DRUG TESTING**

We hereby consent to allow the student named on this form to undergo drug testing for the presence of drugs and alcohol in accordance with the Extracurricular Drug Testing Program adopted by the Board of Education. We understand that any samples will be sent only to a qualified laboratory for actual testing. We hereby give our consent to the medical vendor selected by the school board, their Medical Review Office (MRO), laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform testing for the detection of drugs and to release the results of those tests as provided in the policy. We understand these results will be forwarded to school district officials and will also be made available to us. We agree to sign any necessary releases if requested to do so.

We understand that consent pursuant to this Consent to Perform **Random** Drug Testing will be effective for all extracurricular activities in which this student might participate during the current school year.

We hereby release the Wakefield Community School Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

