

Board of Education Regular Meeting
Tuesday, August 12, 2014 7:30 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
Mrs, Jaime Manz, Mrs. Timarie Hansen and Mrs. Linda Steinman
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
Rose

2. Building, Sites & Transportation
Bebee
 3. Business & Finance
Victor
 4. Curriculum, Americanism & Technology
Nicholson
 5. Public & Personnel Relations
Lunz
 6. Strategic Planning
Lehmkuhl
7. Discussion and Action Items
 1. Consent Agenda
 1. Minutes of the previous meeting
 2. Financial Reports
 2. Discuss and take appropriate action to approve the 2014-15 Parent-Student Handbook
 3. Discuss and take appropriate action to approve the 2014-15 Staff Handbook
 4. Discuss and take appropriate action to ratify Ms. Lacey Sateren and Ms. Valerie Hall as Special Education Para-Educators for the 2014-2015 academic year.
 5. Discuss and take action to approve Mr. Joe Walsh and Mr. Garek Bebee as volunteer football coaches for the 2014-15 academic year.
 6. Discuss and take appropriate action for the payment of bills received after the board meeting but before August 31st.
 7. Discuss and take appropriate action to purchase two football goals for Eaton Field.
8. Upcoming Dates and Times
 1. Set the date and time for the next regular meeting
9. Adjournment

Superintendent's Report

- 1. Goal #1:** Wakefield Community School will provide students an education that develops relationships utilizing a relevant curriculum that infuses technology providing 21st Century learning for all students. (Curriculum, Americanism & Technology)
 - a.**
- 2. Goal #2:** Wakefield Community School will make an efficient use of all resources. (Business & Finance)
 - a.** As of the August 1, 2014 budgeted spending is 5.06% under budget for the year in the general fund. The projected end of August budgeted general fund spending is expected to be 7.01% under budget. Given the summer expenditures for upcoming school year supplies and building improvement projects, I do not anticipate transferring funds from the general fund to the depreciation fund at the end of August.
 - b.** Met with Cap Peterson from Northeast Insurance last week to discuss our insurance on the facilities and liability insurance. The current anticipated increase in our insurance premium as approximately \$600. I discussed the infrastructure project that we are completing and the additional increased value on our facilities. He will be visiting with the rate adjusters on the amount of increased property value. This may add several thousand dollars in increased insurance costs. Cap did not have fleet insurance costs at the time of our meeting.
- 3. Goal #3:** Wakefield Community School will facilitate communication with staff, parents, patrons, and students (Public and Personnel Relations)
 - a.** Received notice from ALICAP that we are the Experience Modifier Award Winner for 2014-2015. We earned a 22% reduction in our workmen's compensation insurance rating modifier as a result of our safety activities. In addition Wakefield will receive a 2% Worker' compensation premium discount on our billing. The district will be recognized for our safety efforts to prevent work related accidents at the state NASB convention in November.
 - b.** School officially begins on Thursday at 8:15 a.m., with our opening flag raising ceremony and bell ringing by the sixth graders. This is a unique Wakefield school tradition that engages our veterans and community. Come and join us on Thursday, August 14th.

4. Miscellaneous

- a.** Infra-structure project is continuing forward with installation of variable air speed fans on the high school HVAC units. They will have to install thermostats and any other items inside the building requiring entrance into the classroom areas after school hour, evenings or on weekends. Setting up the computerized control unit will occur daily until complete. The outside lighting changes have yet to be completed. Navitas and I are beginning to develop punch lists of items to be completed.
- b.** Summer work crew has been busy getting the building ready for the upcoming school year. The team is to be commended for their efforts, which has taken considerable flexibility and numerous redoing of previously cleaned areas. The building is ready to begin another year thanks to their efforts.

**Wakefield Community School
Board Hearings and Minutes
July 14, 2014**

The Wakefield Board of Education met on July 14, 2014 at 6:00p.m. for an e-meeting training session with Craig Caples, NASB representative via Distance Learning.

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

Roll was called with the following members present: Victor, Nicholson, Lehmkuhl, Rose and Lunz; Absent: Bebee. Also present were Superintendent Bejot, Secondary Principal Heitz, Elementary Principal Wulf and Recording Secretary Marcia Kratke.

Training was held on e-meetings since the board chose to go paperless for their board meetings to save time and money.

After training was completed President Lunz closed the training at 6:45p.m.

The Wakefield Community School Board of Education held a public hearing at 7:30p.m. on July 14, 2014 with the following members present: Lunz, Lehmkuhl, Rose, Nicholson and Victor. Absent: Bebee. Also present were Superintendent Bejot, Elementary Principal Wulf, Secondary Principal Heitz and Marcia Kratke, Recording Secretary. There were no visitors present for the hearing.

President Lunz opened the hearing for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to amending the 2013-14 budget to reflect the receipts and expenditures in the Special Building Fund of the Nebraska Energy Commission Loan for the energy conservation project.

There being no opposition President Lunz closed the hearing at 7:34p.m.

The Wakefield Community School Board of Education held a public hearing at 7:34p.m. on July 14, 2014 with the following members present: Lunz, Lehmkuhl, Rose, Nicholson and Victor. Absent: Bebee. Also present were Superintendent Bejot, Elementary Principal Wulf, Secondary Principal Heitz and Marcia Kratke, Recording Secretary. There were no visitors present for the hearing.

President Lunz opened the hearing to discuss, consider and receive input on the proposed changes to the student fee policy for 2014-15. Money collected from students and the use of waivers according to the student fee policy of 2013-14 for the school year was reviewed.

President Lunz closed the hearing at 7:36p.m.

The regular meeting of the Wakefield Board of Education was convened in open and public session on Monday, June 14 at 7:36p.m. in the boardroom at the Wakefield Community Schools, 802 Highland Street, Wakefield, NE.

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

Roll was called with the following members present: Nicholson, Lehmkuhl, Rose, Lunz and Victor; Absent: Bebee. Also present were Superintendent Bejot, Elementary Principal Wulf, Secondary Principal Heitz and Recording Secretary Marcia Kratke.

Motion by Victor, seconded by Rose to excuse Bebee from the meeting. President Lunz stated the motion and the result of a roll call vote: Yes: Victor, Nicholson, Lehmkuhl, Rose and Lunz; No: None; Absent: Bebee; Motion carried.

Motion by Nicholson, seconded by Victor to approve the agenda as presented. President Lunz stated the motion and the result of a roll call vote: Yes: Lehmkuhl, Rose, Lunz, Victor and Nicholson; No: None; Absent: Bebee; Motion carried.

Awards and Recognition: None

Elementary Principal Report and Secondary Principal Report:

Both principals shared the staff development activities for the year and who attended the various workshops. Almost all of the staff development activities were towards working on our school improvement goals.

Superintendent Report:

Mr. Bejot shared with the board a summary of his professional development activities which involved training for school improvement, technology, MAP & NeSA assessments, ELL, program improvement, school learning team activities, finance, school law, labor relations, NASB/NCSA activities, and superintendent meetings.

Mr. Bejot will be taking our school board candidates to Norfolk on July 17th for a School Board Candidate Seminar sponsored by NASB.

There is a vacancy on the State Committee for the Reorganization of School Districts at NDE which Mr. Bejot submitted his application for membership. If appointed to the committee he would attend between three or four meetings in Lincoln per year. His goal is to learn more about school district reorganization process and represent smaller rural schools on the team.

Committee Reports:

Policy: Met and will have policy change recommendations as an action item.

Building & Grounds: Project is on schedule and will ready for school to start. There will be some items not completed but those can be finished when school is in session.

Finance: Will meet on August 28 at 5:00p.m.

Personnel: Will need to set a date to begin planning negotiations.

Action Items:

Motion by Nicholson, seconded by Victor to approve the consent agenda as presented. President Lunz stated the motion and the result of a roll call vote: Yes: Nicholson, Lehmkuhl, Rose, Lunz, and Victor; No: None; Absent: Bebee; Motion carried. Bills were paid for July as follows: General: \$210,830.68; Lunch: \$841.19; Payroll: \$143,421.33; Depreciation: \$70,053.00; and Employee Benefit: \$255.20.

Motion by Victor, seconded by Nicholson to adopt the proposed budget amendment to the Special Building Fund for \$2,003,868 to allow the NEC loan to be receipted and expensed. President Lunz stated the motion and the result of a roll call vote: Yes: Lehmkuhl, Rose, Lunz, Victor and Nicholson; No: None; Absent: Bebee; Motion carried.

Motion by Victor, seconded by Nicholson to approve the construction payment to NAVITAS in the amount of \$598,657.20 from the Special Building Fund. President Lunz stated the motion and the result of a roll call vote: Yes: Rose, Lunz, Victor, Nicholson and Lehmkuhl; No: None; Absent: Bebee; Motion carried.

Motion by Nicholson, seconded by Lehmkuhl to approve the student fee Policy 5045 changes as recommended for 2014-15. President Lunz stated the motion and the result of a roll call vote: Yes: Lunz, Victor, Nicholson, Lehmkuhl and Rose; No: None; Absent: Bebee; Motion carried.

Mr. Heitz presented the board with the extra duty assignments for the 2014-15 school year. A couple of Junior High assignments and one high school assistant volleyball coach have yet to be filled.

Motion by Nicholson, seconded by Victor to approve the extra duty assignments as presented. President Lunz stated the motion and the result of a roll call vote: Yes: Victor, Nicholson, Lehmkuhl, Rose and Lunz; No: None; Absent: Bebee; Motion carried.

Motion by Nicholson, seconded by Rose to appoint Superintendent Mark Bejot as the authorized representative for all local, state, and federal programs and documents as of July 1, 2014 for the upcoming 2014-15 year. President Lunz stated the motion and the result of a roll call vote: Yes: Nicholson, Lehmkuhl, Rose, Lunz and Victor; No: None; Absent: Bebee; Motion carried.

Motion by Rose, seconded by Lehmkuhl to appoint Superintendent Mark Bejot the Title IX compliance officer for the upcoming 2014-15 school year. President Lunz stated the motion and the result of a roll call vote: Yes: Lehmkuhl, Rose, Lunz, Victor and Nicholson; No: None; Absent: Bebee; Motion carried.

Motion by Nicholson, seconded by Lehmkuhl 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 2014-15 school year. President Lunz stated the motion and the result of a roll call vote: Yes: Rose, Lunz, Victor, Nicholson and Lehmkuhl; No: None; Absent: Bebee; Motion carried.

Motion by Nicholson, seconded by Rose to appoint Dawn Lubberstedt as the determining official for all 7-12 applications for the 2014-15 academic year. President Lunz stated the motion and the result of a roll call vote: Yes: Lunz, Victor, Nicholson, Lehmkuhl and Rose; No: None; Absent: Bebee; Motion carried.

Motion by Rose, seconded by Nicholson to appoint LaVon Anderson as the determining official for all PK-6 applications for the 2014-15 academic year. President Lunz stated the motion and the result of a roll call vote: Yes: Victor, Nicholson, Lehmkuhl, Rose and Lunz; No: None; Absent: Bebee; Motion carried.

Motion by Nicholson, seconded by Rose to appoint Marcia Kratke as the Recording Secretary/Board Treasurer for school year 2014-15. President Lunz stated the motion and the result of a roll call vote: Yes: Nicholson, Lehmkuhl, Rose, Lunz and Victor; No: None; Absent: Bebee; Motion carried.

Motion by Nicholson, seconded by Victor to join the Nebraska Rural Community School Association for the 2014-15 school year at a cost of \$700.00. President Lunz stated the motion and the result of a roll call vote: Yes: Lehmkuhl, Rose, Lunz, Victor and Nicholson; No: None; Absent: Bebee; Motion carried.

Mr. Bejot presented the policy changes as recommended by the policy committee due to legislative changes and legal counsel suggestions.

Motion by Rose, seconded by Nicholson to adopt policy revision recommendations by the policy committee. President Lunz stated the motion and the result of a roll call vote: Yes: Rose, Lunz, Victor, Nicholson and Lehmkuhl; No: None; Absent: Bebee; Motion carried.

Motion by Rose, seconded by Nicholson to enter into close session at 8:30p.m. to discuss pending litigation for the protection of the public interest. President Lunz stated the motion and the result of a roll call vote: Yes: Lunz, Victor, Nicholson, Lehmkuhl and Rose; No: None; Absent: Bebee; Motion carried. President Lunz restated the sole purpose of the closed session.

Motion by Nicholson, seconded by Victor to reconvene in open session at 9:00p.m. President Lunz stated the motion and the result of a roll call vote: Yes: Victor, Nicholson, Lehmkuhl, Rose and Lunz; No: None; Absent: Bebee; Motion carried.
No action was taken as the result of the closed session.

The next regular meeting will be August 12 at 7:30p.m. following "Meat and Greet".
Policy Committee will meet on July 28 at 6:00p.m.
Board Retreat is set for August 23 from 8:00a.m. - Noon at the ESU.

Motion by Rose, seconded by Lehmkuhl to adjourn the meeting at 9:02p.m. President Lunz stated the motion and the result of a roll call vote: Yes: Nicholson, Lehmkuhl, Rose, Lunz and Victor; No: None; Absent: Bebee; Motion carried.

Jim Lehmkuhl, Secretary

Marcia Kratke, Recording Secretary

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

Checks Printed

1 - GENERAL FUND

Bank Account :A -

00045531	08/12/2014	NEBRASK3		la/ne State Bank	
2FICA.333	08/14/2014		08/14/2014	AUGUST2014 PAYROLLC	22.06
2FICM.333	08/14/2014		08/14/2014	AUGUST2014 PAYROLLC	5.16
3FICA.333	08/14/2014		08/14/2014	AUGUST2014 PAYROLLC	22.06
3FICM.333	08/14/2014		08/14/2014	AUGUST2014 PAYROLLC	5.16

Check Total	54.44
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1 - GENERAL FUND Totals:	54.44
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Total of Checks Printed:	54.44
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Report Total:	54.44
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ALL Data

Check Register

Arranged by:
Check Number

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
Checks Printed					
1 - GENERAL FUND					
Bank Account :A -					
00045460	08/01/2014	CHIEARCH		Chief Architect, Inc	
169771	07/03/2014		08/01/2014	ITE software	490.00
				Check Total	490.00
00045461	08/01/2014	HIRERIGH		HireRight Solutions, Inc.	
P365241	06/30/2014		08/01/2014	A/D testing	129.00
				Check Total	129.00
00045462	08/01/2014	STAPLES		Staples Credit Plan	
July14-6	07/31/2014		08/01/2014	Keyboard/mouse	109.46
July14-2	07/31/2014		08/01/2014	Filing cabinet	174.99
July14-3	07/31/2014		08/01/2014	SPED chair	99.99
July14-7	07/31/2014		08/01/2014	Calculators	140.34
July14-9	07/31/2014		08/01/2014	Safety manuals supplies	47.46
July31	07/31/2014		08/01/2014	Office supplies	172.87
July31-10	07/31/2014		08/01/2014	teacher chair	99.99
				Check Total	845.10
00045463	08/01/2014	SVOBSTEV		Steven Svoboda	
July14	07/15/2014		08/01/2014	Install FCS cabinets/counters	2,500.00
				Check Total	2,500.00
00045464	08/01/2014	VISA		VISA	
July14	07/31/2014		08/01/2014	Reams supplies	138.36
July14	07/31/2014		08/01/2014	Music supplies	84.00
July14-3	07/31/2014		08/01/2014	Soc textbooks-used	197.57
July14-6	07/31/2014		08/01/2014	Supplies	82.43
July31-4	07/31/2014		08/01/2014	Flags	106.34
				Check Total	608.70
00045465	08/01/2014	WALMART2		Walmart Community	
3424	06/18/2014		08/01/2014	SPED supplies	33.61
8668	06/18/2014		08/01/2014	FCS supplies	122.21
				Check Total	155.82
1 - GENERAL FUND Totals:					4,728.62

Check Register

Direct	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Dep. Invoice	Invoice Date	PO Number	PO Date	Description	
Checks Printed					
1 - GENERAL FUND					
Bank Account :A -					
00045470	08/12/2014	AMERITAS		Ameritas Life Ins Corp	
2VISR.331	08/14/2014		08/14/2014	AUGUST 2014 PAYROLL	182.93
Aug14	08/01/2014		08/07/2014	JS Vision	25.08
Aug14-2	08/01/2014		08/07/2014	BH vision	25.08
Aug14-3	08/01/2014		08/07/2014	DJ vision	11.40
Check Total					244.49
00045471	08/12/2014	ANYTIME		Anytime Lock & Key, LLC	
300849	07/18/2014		08/06/2014	Keys/service call	157.00
Check Total					157.00
00045472	08/12/2014	APPEARA		Appearra	
861908	07/03/2014		08/06/2014	Uniforms, mops, towels	31.06
863624	07/10/2014		08/06/2014	Uniforms, mops, towels	34.07
865378	07/17/2014		08/06/2014	Uniforms, towels, mops	32.30
867113	07/24/2014		08/06/2014	Uniforms, mops, towels	31.06
869357	07/31/2014		08/06/2014	Uniforms, mops, towels	32.57
Check Total					161.06
00045473	08/12/2014	ARAMARKS		Aramark Uniform Services	
3647164	07/02/2014		08/06/2014	BB uniforms, towels	45.73
3649625	07/09/2014		08/06/2014	BB uniforms, towels	43.93
3652096	07/16/2014		08/06/2014	BB uniforms, towels	43.93
3654555	07/23/2014		08/06/2014	BB uniforms, towels	43.93
3657450	07/30/2014		08/06/2014	BB Uniforms, towels	43.93
Check Total					221.45
00045474	08/12/2014	BLUECROS		Blue Cross and Blue Shield of NE	
2BCBR.331	08/14/2014		08/14/2014	AUGUST 2014 PAYROLL	88.38
2BCDENR.331	08/14/2014		08/14/2014	AUGUST 2014 PAYROLL	893.16
2BLUECRODE.331	08/14/2014		08/14/2014	AUGUST 2014 PAYROLL	26.69
3BCBS.331	08/14/2014		08/14/2014	AUGUST 2014 PAYROLL	45,645.31
3DENT.331	08/14/2014		08/14/2014	AUGUST 2014 PAYROLL	1,035.30
Aug14	08/01/2014		08/06/2014	LA Health	952.40
Aug14-2	08/01/2014		08/06/2014	MB health/dental	539.08
Aug14-3	08/01/2014		08/06/2014	AC health/dental	539.08
Aug14-4	08/01/2014		08/06/2014	BH health/dental ins	1,105.37
Aug14-5	08/01/2014		08/07/2014	JS health/dental	539.08
Check Total					51,363.85
00045475	08/12/2014	BMI		BMI Educational Services	
613584	07/24/2014		08/06/2014	Our Town	1,057.83
Check Total					1,057.83
00045476	08/12/2014	BRESSKIP		Kip Bressler	

ALL Data

Check Register

Arranged by:
Check Number

Direct Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
	813169	06/25/2014		08/06/2014	KB Bus permit Reimb	7.50
					Check Total	7.50
	00045477	08/12/2014	BROWNSAE		Brown & Saenger	
	1865188-0	07/09/2014		08/06/2014	Coop paper	4,341.50
					Check Total	4,341.50
	00045478	08/12/2014	CAPTIALA		Conseco Health Insurance Co.	
	2CAND.331	08/14/2014		08/14/2014	AUGUST 2014 PAYROLL	65.90
					Check Total	65.90
	00045479	08/12/2014	CENTLINK		Century Link	
	July14	07/04/2014		08/06/2014	Phone service	286.74
	July14-2	07/04/2014		08/06/2014	BB phone service	57.20
					Check Total	343.94
	00045480	08/12/2014	CENTVALL		Central Valley Ag, Cooperative, Nonstock	
	42299	07/31/2014		08/07/2014	Pramitol/ester	181.29
					Check Total	181.29
	00045481	08/12/2014	CITYWAKE		City Of Wakefield-	
	July14	07/21/2014		08/06/2014	Electricity - 56480	4,599.49
	July14-2	07/21/2014		08/06/2014	Water/sewer - 20	85.50
	July14-3	07/21/2014		08/06/2014	Landfill fee	1.50
	July14-4	07/21/2014		08/06/2014	BB Electricity - 670	93.17
	July14-5	07/21/2014		08/06/2014	Water/sewer	26.25
	July14-6	07/21/2014		08/06/2014	PF Electricity-120	28.89
	July14-7	07/21/2014		08/06/2014	PF Water-209	378.25
					Check Total	5,213.05
	00045482	08/12/2014	COLSAV		NEST Direct Plan	
	2COLSA.331	08/14/2014		08/14/2014	AUGUST 2014 PAYROLL	75.00
					Check Total	75.00
	00045483	08/12/2014	CONFIRE		Continental Fire Sprinkler	
	209773	08/05/2014		08/07/2014	Annual sprinkler inspection	215.00
					Check Total	215.00
	00045484	08/12/2014	CUBBY'S		Cubby's Inc.	
	July14	08/01/2014		08/07/2014	Mower gas	54.15
	July14-2	08/01/2014		08/07/2014	Gas	226.86
					Check Total	281.01
	00045485	08/12/2014	EGANSUPP		Egan Supply Co.	
	214104A	07/09/2014		08/06/2014	Cleaning supplies	379.53
	214104B	07/24/2014		08/06/2014	Cleaning supplies	209.68
	214744	07/31/2014		08/06/2014	Wax	318.52
	215319	07/30/2014		08/06/2014	Paper supplies	623.26
	VA003396	07/25/2014		08/06/2014	Credit memo	-3.61

Check Register

Direct Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
					Check Total	1,527.38
	00045486	08/12/2014	EKBERGAU		Ekberg Auto Parts, Inc.	
	July14	07/31/2014		08/06/2014	Mower exp	7.29
	July14-2	07/31/2014		08/06/2014	Maint supplies	6.42
	July14-3	07/31/2014		08/06/2014	BB supplies	104.47
					Check Total	118.18
	00045487	08/12/2014	ESU1		ESU #1	
	Av2688	08/04/2014		08/07/2014	Summer maintenance	189.80
	C2693	08/04/2014		08/07/2014	Summer cleaning equip	4,463.80
	MED2508	08/05/2014		08/07/2014	Laminating	47.28
					Check Total	4,700.88
	00045488	08/12/2014	FAREPHYS		Faith Regional Physician Services, LLC	
	July14	05/14/2014		08/06/2014	BT Bus physical	100.00
	July14-2	05/20/2014		08/06/2014	DV Bus physical	100.00
	July14-3	05/12/2014		08/06/2014	KB A/D listing	30.00
					Check Total	230.00
	00045489	08/12/2014	FREDRICK		Fredrickson Oil Company	
	200854	07/31/2014		08/06/2014	Mower tire	118.00
					Check Total	118.00
	00045490	08/12/2014	GILLHAUL		Gill Hauling, Inc.	
	2174876	07/31/2014		08/07/2014	Rental/trash removal	248.72
	217688	07/31/2014		08/07/2014	Dumpster service	175.00
					Check Total	423.72
	00045491	08/12/2014	GLASSEDG		The Glass Edge, Inc.	
	57807	07/31/2014		08/06/2014	Door repair	192.00
					Check Total	192.00
	00045492	08/12/2014	H&CINDU		H & C Industries	
	2119	07/15/2014		08/06/2014	Vinyl adhesive	78.31
					Check Total	78.31
	00045493	08/12/2014	HARDRIV		Hard Drive Outlet	
	8986	07/24/2014		08/06/2014	Copies	296.40
					Check Total	296.40
	00045494	08/12/2014	HARDSCHU		Harding and Shultz P.C., L.L.O.	
	67	08/01/2014		08/06/2014	Legal services	104.00
					Check Total	104.00
	00045495	08/12/2014	HARRSCHO		Harris School Solutions	
	88698	07/03/2014		08/06/2014	Webinar	30.00
					Check Total	30.00

Check Register

Direct Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date Description	Amount
	00045496	08/12/2014	INLANDTR	Inland Truck Parts Co.	
	7-25868	07/22/2014		08/06/2014 Nut covers	25.00
				Check Total	25.00
	00045497	08/12/2014	JOHNDONM	Donna M Johnson	
	August14	08/07/2014		08/07/2014	60.25
				Check Total	60.25
	00045498	08/12/2014	KORNERMA	Korner Mart	
	July14	07/31/2014		08/06/2014 SPED van	77.19
	July14-2	07/31/2014		08/06/2014 Van gas	146.52
				Check Total	223.71
	00045499	08/12/2014	LAKESHOR	Lakeshore Curriculum Material	
	4289550714	07/28/2014		08/06/2014 Repl. game parts	19.25
				Check Total	19.25
	00045500	08/12/2014	LANKENT	Lankford Enterprises Inc.	
	13514	08/07/2014		08/07/2014 Aux Gym screen/coat	1,050.00
	13515	08/07/2014		08/07/2014 Main gym/sanding/painting	18,430.00
				Check Total	19,480.00
	00045501	08/12/2014	LESSMANE	Lessman Electric Co, Inc	
	7789	07/25/2014		08/06/2014 Lights	82.50
				Check Total	82.50
	00045502	08/12/2014	LINWELD	Matheson Tri-Gas Inc	
	50626969	07/31/2014		08/06/2014 ITE gases	154.24
				Check Total	154.24
	00045503	08/12/2014	MADINATI	Madison National Life	
	2SALP.331	08/14/2014		08/14/2014 AUGUST 2014 PAYROLL	1,187.90
	2SUPP.331	08/14/2014		08/14/2014 AUGUST 2014 PAYROLL	27.39
	3LIFE.331	08/14/2014		08/14/2014 AUGUST 2014 PAYROLL	747.25
	Aug14-	08/01/2014		08/07/2014 SA Life ins	6.30
	Aug14-2	08/01/2014		08/07/2014 MM Life ins	9.00
				Check Total	1,977.84
	00045504	08/12/2014	MARCINC	Marco, Inc	
	15650541	07/30/2014		08/06/2014 Copier lease	1,527.27
				Check Total	1,527.27
	00045505	08/12/2014	MENGOV	Menards-Norfolk	
	47888	07/26/2014		08/06/2014 Maint	100.20
				Check Total	100.20
	00045506	08/12/2014	MGTRUS	MG Trust Company	
	2403B.331	08/14/2014		08/14/2014 AUGUST 2014 PAYROLL	750.00
	2403BROTH.331	08/14/2014		08/14/2014 AUGUST 2014 PAYROLL	750.00

ALL Data

Check Register

Arranged by:
Check Number

Direct	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Dep.	Invoice	Invoice Date	PO Number	PO Date Description	
				Check Total	1,500.00
	00045507	08/12/2014	MIDVOLLWA	Midwest Volleyball Warehouse, Inc.	
	21410334	07/31/2014		08/06/2014 CC VB/whistles	187.85
				Check Total	187.85
	00045508	08/12/2014	MILLBLDG	Miller Building Supply	
	JKuly14-2	07/31/2014		08/06/2014 Ceiling tile	267.50
	July14	07/31/2014		08/06/2014 BB supplies	27.87
	July14-3	07/31/2014		08/06/2014 Maint supplies	645.86
				Check Total	941.23
	00045509	08/12/2014	NASB	Nebr Assoc Of School Boards	
	35304	07/31/2014		08/06/2014 Registration SB candidates	30.00
	35312	07/31/2014		08/06/2014 Reg-school bd candidates	10.00
				Check Total	40.00
	00045510	08/12/2014	NEBRASK3	la/ne State Bank	
	2FICA.331	08/14/2014		08/14/2014 AUGUST 2014 PAYROLL	13,091.85
	2FICA.332	08/14/2014		08/14/2014 AUGUST 2014PAYROLLB	9.30
	2FICM.331	08/14/2014		08/14/2014 AUGUST 2014 PAYROLL	3,061.82
	2FICM.332	08/14/2014		08/14/2014 AUGUST 2014PAYROLLB	2.19
	2USIT.331	08/14/2014		08/14/2014 AUGUST 2014 PAYROLL	19,724.82
	3FICA.331	08/14/2014		08/14/2014 AUGUST 2014 PAYROLL	13,091.85
	3FICA.332	08/14/2014		08/14/2014 AUGUST 2014PAYROLLB	9.30
	3FICM.331	08/14/2014		08/14/2014 AUGUST 2014 PAYROLL	3,061.82
	3FICM.332	08/14/2014		08/14/2014 AUGUST 2014PAYROLLB	2.19
				Check Total	52,055.14
	00045511	08/12/2014	NEBRASK4	Nebraska Dept Of Revenue	
	2NEIT.331	08/14/2014		08/14/2014 AUGUST 2014 PAYROLL	7,110.44
				Check Total	7,110.44
	00045512	08/12/2014	NEBRASK5	Nebraska Retirement System	
	2NTRT.331	08/14/2014		08/14/2014 AUGUST 2014 PAYROLL	20,822.04
	2NTRT.332	08/14/2014		08/14/2014 AUGUST 2014PAYROLLB	14.67
	3NTRT.331	08/14/2014		08/14/2014 AUGUST 2014 PAYROLL	21,030.31
	3NTRT.332	08/14/2014		08/14/2014 AUGUST 2014PAYROLLB	14.82
				Check Total	41,881.84
	00045513	08/12/2014	NEBRLINK	Nebraska Link	
	60913	08/01/2014		08/06/2014 ER internet services	471.75
	61134	08/01/2014		08/06/2014 Internet services	158.51
				Check Total	630.26
	00045514	08/12/2014	NECHISUP	Nebraska child Support Payment Center	
	2CHSUP.331	08/14/2014		08/14/2014 AUGUST 2014 PAYROLL	935.00
				Check Total	935.00

ALL Data

Check Register

Arranged by:
Check Number

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date Description	Amount
	00045515	08/12/2014	NORFOLKD	Norfolk Daily News	
	July14	07/31/2014		08/07/2014 Adv-VB	95.10
				Check Total	95.10
	00045516	08/12/2014	ORKIN	Orkin Exterminating Inc	
	Aug14	08/01/2014		08/06/2014 Pest Control	111.30
				Check Total	111.30
	00045517	08/12/2014	PIONMFG	Pioneer Mfg. Co.	
	522532	07/28/2014		08/06/2014 Stripe paint	535.00
				Check Total	535.00
	00045518	08/12/2014	PRECIDATA	Precision Data Products	
	413728	07/24/2014		08/06/2014 HP Computer-Maint	685.00
				Check Total	685.00
	00045519	08/12/2014	REALLYGO	Really Good Stuff, Inc	
	4760470	07/18/2014		08/06/2014 supplies	209.46
				Check Total	209.46
	00045520	08/12/2014	SCHOLAST	Scholastic Inc	
	M5365518	07/15/2014		08/06/2014 Scholastic News-3	182.88
	M5365519	07/15/2014		08/06/2014 Scholastic News	130.63
				Check Total	313.51
	00045521	08/12/2014	SCHSPECL	School Specialty, Inc	
	208112664573	07/11/2014		08/06/2014 Dry Erase markers/towelettes	680.00
	308101943936	07/14/2014		08/06/2014 Supplies	484.10
				Check Total	1,164.10
	00045522	08/12/2014	SEMIENER	Seminole Retail Energy Services, LLC	
	June14	08/01/2014		08/06/2014 Utilities 7176-433	345.61
	June14-2	08/01/2014		08/06/2014 Utilities 3673-34	21.25
	June14-3	08/01/2014		08/06/2014 Utilities - 1967-357	310.56
				Check Total	677.42
	00045523	08/12/2014	SHTAXSER	Susan S Holstedt	
	2CHCR.331	08/14/2014		08/14/2014 AUGUST 2014 PAYROLL	1,902.33
	2MEDR.331	08/14/2014		08/14/2014 AUGUST 2014 PAYROLL	2,908.32
	2PRMEDPR.331	08/14/2014		08/14/2014 AUGUST 2014 PAYROLL	188.93
				Check Total	4,999.58
	00045524	08/12/2014	SIMPLEX	Simplex Grinnell LP	
	77171522	07/28/2014		08/06/2014 Annual intercom service	1,710.03
				Check Total	1,710.03
	00045525	08/12/2014	VANDROB	Robert VanderVeen	
	813171	07/30/2014		08/06/2014 S. Bus permit reimb	7.50

ALL Data

Check Register

 Arranged by:
 Check Number

Direct	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Dep.	Invoice	Invoice Date	PO Number	PO Date Description	
				Check Total	7.50
	00045526	08/12/2014	WAKEREP2	Wakefield Republican	
	6180	07/10/2014		08/06/2014 Envelopes	175.00
	6180-2	07/10/2014		08/06/2014 Print/Ad	342.32
	6226	07/24/2014		08/06/2014 Ad	36.00
				Check Total	553.32
	00045527	08/12/2014	WAYNEHER	Wayne Herald	
	JULY14	07/31/2014		08/06/2014 Volleyball asst. ad	120.00
				Check Total	120.00
	00045528	08/12/2014	WCS-GEN	WCS-General Fund	
	2LCU.331	08/14/2014		08/14/2014 AUGUST 2014 PAYROLL	40.00
				Check Total	40.00
1 - GENERAL FUND Totals:					211,902.08

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	
2 - LUNCH FUND							
Bank Account :A -							
		00003675	08/12/2014	AMERITAS		Ameritas Life Ins Corp	
		2VISR.331	08/14/2014		08/14/2014	AUGUST 2014 PAYROLL	3.71
						Check Total	3.71
		00003676	08/12/2014	MADINATI		Madison National Life	
		2SUPP.331	08/14/2014		08/14/2014	AUGUST 2014 PAYROLL	0.31
		3LIFE.331	08/14/2014		08/14/2014	AUGUST 2014 PAYROLL	36.75
						Check Total	37.06
		00003677	08/12/2014	NEBRASK3		Ia/ne State Bank	
		2FICA.331	08/14/2014		08/14/2014	AUGUST 2014 PAYROLL	26.64
		2FICM.331	08/14/2014		08/14/2014	AUGUST 2014 PAYROLL	6.23
		2USIT.331	08/14/2014		08/14/2014	AUGUST 2014 PAYROLL	54.41
		3FICA.331	08/14/2014		08/14/2014	AUGUST 2014 PAYROLL	26.64
		3FICM.331	08/14/2014		08/14/2014	AUGUST 2014 PAYROLL	6.23
						Check Total	120.15
		00003678	08/12/2014	NEBRASK4		Nebraska Dept Of Revenue	
		2NEIT.331	08/14/2014		08/14/2014	AUGUST 2014 PAYROLL	14.48
						Check Total	14.48
		00003679	08/12/2014	SEMIENER		Seminole Retail Energy Services, LLC	
		June14-4	08/01/2014		08/07/2014	Utilities 5367-85	98.36
						Check Total	98.36
2 - LUNCH FUND Totals:							273.76

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

5 - DEPRECIATION FUND

Bank Account :E - Nebraska State Bank

00001093	08/12/2014	CARHKITC		Carhart Kitchen & Bath	
Aug14	06/02/2014		08/07/2014	FCS Cabinets, counters, sinks	20,040.00
				Check Total	20,040.00
				5 - DEPRECIATION FUND Totals:	20,040.00

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	
5 - DEPRECIATION FUND					
Bank Account :E - Nebraska State Bank					
	00001091	08/01/2014	APPLECOM	Apple, Inc.	
	4288134269	07/08/2014		08/01/2014	MAC computers
					4,995.00
				Check Total	4,995.00
	00001092	08/01/2014	PRECIDATA	Precision Data Products	
	412681	07/09/2014		08/01/2014	HP laptops-business room
	412938	07/14/2014		08/01/2014	4LS computers-business room
					10,275.00
					5,476.00
				Check Total	15,751.00
				5 - DEPRECIATION FUND Totals:	20,746.00
				Total of Checks Printed:	25,474.62
				Report Total:	25,474.62

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

6 - EMPLOYEE BENEFIT FUND

Bank Account :F - Nebraska State Bank

00001199	08/12/2014	SHTAXSER		Susan S Holstedt	
Aug14	08/01/2014		08/06/2014	Adm fees	255.20

Check Total 255.20

6 - EMPLOYEE BENEFIT FUND Totals: 255.20

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

7 - SPECIAL BUILDING FUND

Bank Account :H - Nebraska State Bank

00001171	08/12/2014	NAVITAS	Navitas		
4	07/31/2014		08/06/2014	Energy Savings Project	531,568.51

Check Total	531,568.51
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7 - SPECIAL BUILDING FUND Totals:	531,568.51
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Total of Checks Printed:	764,039.55
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ALL Data

Check RegisterArranged by:
Check Number

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
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Deposits Printed**1 - GENERAL FUND**

Bank Account :A -

DD	00000801	08/12/2014	HSA-CARRSH	State Nebraska Bank		
	3HSASC.331	08/14/2014		08/14/2014	AUGUST 2014 PAYROLL	226.85

Check Total	226.85
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DD	00000802	08/12/2014	HSACARSLA	Iowa-Nebraska State Bank		
	3HSACARSLA.3	08/14/2014		08/14/2014	AUGUST 2014 PAYROLL	80.45
	31					

Check Total	80.45
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1 - GENERAL FUND Totals:	307.30
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Total of Deposits Printed:	307.30
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Report Total:	764,346.85
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ALL Data

Cash Summary Report

Arranged by:

Date Range: 07/01/2014 thru 07/31/2014

Fund ID

Fund	Beginning	Revenue	Expenditures	Other	Ending	Encumbrances	Payables	Unencumbered
1	GENERAL FUND							
	1,072,935.20	36,526.46	-352,233.36	0.00	757,228.30	0.00	320.00	757,548.30
2	LUNCH FUND							
	74,309.51	3.78	-1,377.54	0.00	72,935.75	0.00	0.00	72,935.75
3	BOND FUND							
	56,184.35	519.65	0.00	0.00	56,704.00	0.00	0.00	56,704.00
4	COOPERATIVE FUND							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	DEPRECIATION FUND							
	379,593.64	29.45	-82,537.46	0.00	297,085.63	0.00	0.00	297,085.63
6	EMPLOYEE BENEFIT FUND							
	22,174.83	0.38	-255.20	0.00	21,920.01	0.00	0.00	21,920.01
7	SPECIAL BUILDING FUND							
	585,498.90	1,123,122.12	-528,604.20	0.00	1,180,016.82	0.00	0.00	1,180,016.82
8	QUALIFIED CAPITAL PURPOSE UNDE							
	47,121.25	473.46	0.00	0.00	47,594.71	0.00	0.00	47,594.71
9	Interim							
	2,918.29	1,952.18	-152.66	0.00	4,717.81	0.00	0.00	4,717.81
Report Totals:	2,240,735.97	1,162,627.48	-965,160.42	0.00	2,438,203.03	0.00	320.00	2,438,523.03

GENERAL FUND - #195103

TREASURER'S REPORT AS OF JULY 31, 2014

BALANCE AS OF JULY 31, 2014 \$1,072,935.20

REVENUE

WCS-General - Limited Computer Use	40.00
Mary Brudigam - Summer insurance	539.08
ESU#7 - Title III Reimbursement	5,584.57
WHCC - Hoffman health ins reimb	903.22
Dixon County - Proceeds	22,392.75
Thurston County -Proceeds	1,551.07
Wayne County- Proceeds	6,917.83
Bank - Interest	80.24

TOTAL REVENUE \$38,008.76

EXPENSES

July Payables	210,830.68
July Payroll	142,884.98

TOTAL EXPENDITURES \$353,715.66

TOTAL \$757,228.30

GENERAL FUND AS OF JULY 31, 2014

\$757,228.30

BUDGET REPORT**JULY 31, 2014**

		Annual	Monthly		Budget	Percent
		Budget	Expense	YTD	Balance	Remain
1100	General Ed	2,395,010.00	185490.11	2,108,225.98	286,784.02	11.98
1125	Flex Funding	38,139.00	12.25	37,538.95	600.05	1.57
1150	LEP Plan	88,251.00	490.98	90,999.57	-2,748.57	-3.11
1160	Poverty Plan	177,935.00	19162.67	159,273.59	18,661.41	10.48
1180	Technology	120,479.00	9147.29	97,138.20	23,340.80	19.37
1190	Pre-School	52,200.00	255.77	44,923.62	7,276.38	13.93
1200/1290	Special Education	865,698.00	25415.46	760,355.77	105,342.23	12.17
2100	Guidance/Support Services	144,056.00	6945.92	114,058.29	29,997.71	20.83
2212/2222	Staff Dev/Media Center	101,530.00	6641.03	88,131.68	13,398.32	13.19
2310	Board of Ed	99,096.00	1933.85	71,287.46	27,808.54	28.06
2320	Superintendent	144,900.00	12108.89	130,160.88	14,739.12	10.17
2400	Principal	269,635.00	21804.71	243,665.48	25,969.52	9.64
2510	Business	107,254.00	6025.12	98,350.60	8,903.40	8.31
2600	Plant Oper/Maintenance	580,374.00	29985.92	442,768.44	137,605.56	23.71
2750/2760	Transportation	182,660.00	8553.44	143,349.82	39,310.18	21.52
3135	High Ability Grant	5,512.00	539.46	5345.02	166.98	3.02
4200	Title I Part A	97,956.00	7597.18	89,914.75	8,041.25	8.20
4310	Title II Part A	15,839.00	40.00	10,477.32	5,361.68	33.85
4400	ECSE/IDEA	94,379.00	0.00	95,999.00	-1,620.00	-1.71
4915	Title I Part C - Migrant	19,341.00	24.50	19,365.50	-24.50	-0.12
4925	Title III - Limited English	5,556.00		5,584.57	-28.57	-0.51
4992	REAP Grant	29,707.00	0.00	29,707.00	0.00	0.00
6000	Summer School	5,576.00	58.81	636.06	4,939.94	88.59
8000	Transfers	23,000.00	10000.00	18000.00	5,000.00	21.73
TOTAL		5,664,083.00	352,233.36	4,905,257.55	758,825.45	13.4
PREVIOUS YEAR		5,697,663.00	489,575.82	4,817,709.15	879,953.85	15.45

SELECTED

Receipt History Detail

Arranged by:
Receipt Date

Receipt Date	Receipt Number	Deposit Slip Number	Received From	Receipt Description	Amount
07/15/2014	000000		General Fund	Annual Transfer	10,000.00
				Date Total for 07/15/2014:	10,000.00
07/17/2014	000000		Faith Regional	Physicals	725.00
				Date Total for 07/17/2014:	725.00
07/31/2014	000000		Interest	July 2014	3.73
				Date Total for 07/31/2014:	3.73
				Report Total:	10,728.73

SELECTED Data

Check Summary Report

Arranged by:
Check Date

Date: 09/01/2013 thru 08/01/2014

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
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07/07/2014

007660	C	07/07/2014	VISA		Camera/Track	2,242.99
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Report Total:	2,242.99
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ALL Data

Current Cash Balance Report

Date: 09/01/2013 thru 07/31/2014

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A ATHLETICS					
100 FOOTBALL	-937.94	4,448.50	3,377.00	0.00	133.56
105 JH FOOTBALL	0.00	75.00	105.00	30.00	0.00
110 VOLLEYBALL	5,649.39	6,705.41	8,469.11	0.00	3,885.69
115 JH VOLLEYBALL	0.00	0.00	180.00	180.00	0.00
120 GIRLS GOLF	0.00	0.00	50.00	50.00	0.00
125 BOYS BASKETBALL	21,714.60	6,402.68	6,759.60	0.00	21,357.68
130 GIRLS BASKETBALL	10,599.54	5,572.58	4,585.60	0.00	11,586.52
135 JH BOYS BASKETBALL	0.00	0.00	367.50	367.50	0.00
140 JH GIRLS BASKETBALL	0.00	0.00	562.50	562.50	0.00
145 TRACK	-9,733.57	0.00	1,775.40	0.00	-11,508.97
150 JH TRACK	130.00	0.00	305.00	175.00	0.00
155 BOYS GOLF	-685.00	200.00	1,297.70	1,782.70	0.00
160 COACHES INSERVICE	0.00	0.00	0.00	0.00	0.00
165 STATE CONTESTS	0.00	0.00	0.00	0.00	0.00
170 WRESTLING	-14,107.91	12,198.18	4,652.65	0.00	-6,562.38
175 GEN ATHLETICS	-3,162.62	9,365.90	3,846.60	-1,458.54	898.14
180 JH WRESTLING	0.00	0.00	325.00	325.00	0.00
190 ACTIVITY PASSES	2,057.00	1,825.00	0.00	-3,882.00	0.00
A ATHLETICS Totals:	11,523.49	46,793.25	36,658.66	-1,867.84	19,790.24
B CLASSES					
200 CLASS OF 2019	0.00	0.00	0.00	0.00	0.00
205 CLASS OF 2020	0.00	0.00	0.00	0.00	0.00
210 CLASS OF 2021	0.00	0.00	0.00	0.00	0.00
215 CLASS OF 2005	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	0.32	0.00	0.00	0.00	0.32
232 CLASS OF 2014	161.40	0.00	0.00	0.00	161.40
233 CLASS OF 2015	752.62	5,580.16	6,698.98	376.51	10.31
234 CLASS OF 2016	453.36	344.75	237.82	297.56	857.85
235 CLASS OF 2017	199.76	0.00	0.00	0.00	199.76
236 CLASS OF 2018	0.00	0.00	0.00	0.00	0.00
B CLASSES Totals:	1,567.46	5,924.91	6,936.80	674.07	1,229.64
C ORGANIZATIONS					
300 VOCAL/INSTRUMENTAL CONTESTS	0.00	0.00	0.00	0.00	0.00
301 POWER DRIVE	715.74	425.00	0.00	0.00	1,140.74
305 MUSICAL	0.00	0.00	0.00	0.00	0.00
306 MUSIC BOOSTERS	0.00	0.00	0.00	0.00	0.00
310 NATIONAL HONOR SOCIETY	660.79	3,398.67	3,233.16	1,061.96	1,888.26
315 FBLA	4,731.97	3,311.29	4,606.72	931.20	4,367.74
320 ANNUAL	3,597.53	4,078.50	5,174.39	0.00	2,501.64
325 TOTAD	973.22	0.00	0.00	0.00	973.22
330 FCCLA	1,374.42	0.00	0.00	0.00	1,374.42
335 STUCO	1,651.86	0.00	482.33	1,968.05	3,137.58
340 SPEECH & DRAMA	0.00	53.00	1,438.09	1,385.09	0.00
345 ONE ACT	0.00	0.00	499.20	499.20	0.00
346 Art Club	1,636.24	1,598.00	2,136.98	1,416.32	2,513.58

ALL Data

Current Cash Balance Report

Date: 09/01/2013 thru 07/31/2014

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
350 CLOSE UP	0.00	0.00	0.00	0.00	0.00
355 ENTREPRENEURSHIP	298.09	0.00	0.00	-298.09	0.00
360 CINCO DE MAYO	435.94	0.00	238.80	0.00	197.14
365 VICA	0.00	0.00	0.00	0.00	0.00
370 EMBROIDERY	386.69	0.00	0.00	-386.69	0.00
385 LIBRARY	1,840.19	1,553.43	1,780.54	0.00	1,613.08
390 SPONSORS	0.00	0.00	0.00	0.00	0.00
395 HOMECOMING	-596.51	660.00	929.40	865.91	0.00
405 CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
501 HIGH SCHOOL SWING CHOIR	4,695.14	2,876.00	2,875.17	782.97	5,478.94
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
553 ELEMENTARY STUCO	602.11	294.00	237.65	0.00	658.46
C ORGANIZATIONS Totals:	23,003.42	18,247.89	23,632.43	8,225.92	25,844.80
D CONCESSIONS					
400 CONCESSIONS	-71.70	20,611.56	13,507.71	-7,032.15	0.00
D CONCESSIONS Totals:	-71.70	20,611.56	13,507.71	-7,032.15	0.00
E MISC					
502 YOUTH FOUNDATION	750.00	0.00	0.00	0.00	750.00
503 LOUNGE	1,048.15	883.90	449.35	0.00	1,482.70
505 CHECKING INTEREST	12,102.05	24.13	0.00	-48.38	12,077.80
510 CD INTEREST	2,471.94	17.48	0.00	0.00	2,489.42
520 ELEMENTARY	8,732.50	3,794.64	2,538.00	0.00	9,989.14
540 POP FUND	13,951.09	1,166.35	878.08	0.00	14,239.36
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
575 Wakefield VB	0.00	0.00	0.00	0.00	0.00
576 PE Uniforms	1,884.00	366.00	2,960.00	0.00	-710.00
577 State Tournaments	0.00	8,000.00	4,064.39	0.00	3,935.61
E MISC Totals:	41,879.73	14,252.50	10,889.82	-48.38	45,194.03
Report Totals:	77,902.40	105,830.11	91,625.42	-48.38	92,058.71

Wakefield Community School



2014-2015

Parent/Student Handbook

Our Mission:

The mission of Wakefield community school in partnership with parents and community is to develop all students into collaborative lifelong learners who demonstrate effective communication, critical thinking and problem solving skills in a changing global society.

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Contact Information

Phone Numbers

Elementary	(402) 287-9892
Secondary	(402) 287-2012
Bus Barn	(402) 287-2943

Website

<http://www.wakefieldschools.org>

Address

802 Highland Street
PO Box 330
Wakefield, Nebraska 68784

Intent of Handbook

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

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

Philosophy

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

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

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

Accreditation

Wakefield High School is accredited by AdvancED (North Central Association) and the Nebraska Department of Education.

Directory Information

Board of Education

Lisa Lunz.....	President (2014)
Tim Bebee.....	Vice-President (2016)
Jim Lehmkuhl.....	Secretary (2014)
Julie Rose	Member (2016)
Mark Victor.....	Member (2016)
Lori Nicholson	Member (2014)

Administration

Mark Bejot.....	Superintendent
Jason Heitz	Secondary Principal
Jerad Wulf	Elementary Principal

Certified Staff

Angie Borg.....	School Nurse
Iris Borg.....	Math
Matt Brenn	4,5,6 Science/AD
Eric Burenheide.....	ITE
Shannon Carroll	Math
LaVonne Carson	Spanish
Michael Clay	SS/Guidance
Jean Dorcey.....	Special Ed
Austin Galles	4,5,6 English
Michelle Galles	FC S
Deb Garwood	4,5,6 Social Studies
Janie Gutzmann.....	3rd Grade
Lynette Haisch	4,5,6 Math
Timarie Hansen.....	Kindergarten
Lori Harding	Guidance
Mike Hassler.....	Art
Emily Henderson.....	3rd Grade
Cathy Hoffart	1st Grade
Brian Johnson.....	2nd Grade
Donna M Johnson.....	Special Ed
Jena Kaufman.....	PK
Jolene Klein.....	Media Center
Jaime Manz.....	Reading Specialist
Chad Metzler.....	Social Studies
Susan Metzler.....	4,5,6 Reading
Brenda Montoya.....	ESL
Deb Nicholson.....	Vocal Music
Megan Nixon.....	4,5,6 Writing
Mark Reimers.....	Science
Kevin Roberts	Social Studies/ESL

Sarah Rusk	Technology
Sara Schlickbernd	2nd Grade
Tina Sharpe	1st Grade
Jan Simmons	English/ESL
Linda Steinman	Kindergarten
Bill Trenhaile	Band/Math/Bus Driver
Zoe Vander Weil	English/Speech
Megan Virgil.....	Science
Marissa Wallace	Business
Joe Wendte	PE
Deb Youngmeyer	Special Ed

Support Staff

LaVon Anderson	Elem Secretary
Mike Benson.....	Transportation
Carlene Bodlak	Para
Mary Brudigam.....	Para
Ofelia Calleros.....	Migrant Liaison
Annette Chase	Para
Kristi Foote.....	Lunchroom Manager
Sylvia Hernandez	ESL Para
Bonnie Hoffman	Para
Donna R Johnson.....	Kitchen
Marian Keagle.....	Bus Driver
Marcia Kratke.....	Business Manager
Deb Litchfield.....	Act. Center Superv.
Rhonda Lorenzen	ESL Para
Dawn Lubberstedt	HS Secretary
Mike Nelson.....	Bus Driver
Pat Nicholson.....	Bus Driver
Harold Odens.....	Custodian
Josie Paulson.....	Custodian

Lacey Sateren.....	Para
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LeAnn Schroeder.....	Custodian
Julie Siebrandt	Para
Darci Slama	Para
Teresa Soderberg.....	Para
Roxanne Thompson.....	Kitchen
Pam VanderVeen.....	Para

ESU#1 Staff - Certified

Amy Haselhorst.....	OT
Micaela Hight	PK
Kristine Kleve.....	PT

Vernae Luhr	Audiologist
Pam Peters.....	PK
Stacey Richart.....	Vision Consultant
Cathy Schroeder.....	Speech Pathologist
Karen Wall	Psychologist

ESU#1 Support Staff

Kara Anderson	PK Para
Daisy Armendariz.....	PK Para
Kim Barge	PK Para
Angelina Fregoso	PK Para
Karen Wirth	PK Para

NOTICE OF NON-DISCRIMINATION

Wakefield Public Schools does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status, or based on such protected classes, in admission or access to, or treatment of employment or educational programs and activities. Any person having information or inquiries regarding any such discrimination is directed to contact Superintendent Mark Bejot, in writing at 802 Highland, Box 330 or by telephone at (402) 287-2012. Any person may also contact the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599, regarding complaints of discrimination based on race, color, national origin, gender, age, disability as well as complaints concerning the denial of access or other discrimination against Boy Scouts or other youth groups.

Designation of Coordinators

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

Notice Concerning Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to obtain information about the professional qualifications of their child's classroom teachers. Please contact the Wakefield Community Schools Administrative Office for such information.

School Hours

Office 8:00 am to 4:00 pm

AM Pre-K 8:15 – 11:30 am & PM Pre-K 12:15 – 3:35

Elementary 8:15 am to 3:35 pm

Secondary 8:10 am to 3:40 pm

Bell Schedules

Regular School Day

Period 1	8:10-8:57
Period 2	8:59-9:46
Trojan Time	9:48-10:13
Period 3	10:15-11:02
Period 4	11:04-11:51
Period 5A	11:54-12:18
Period 5B	12:21-12:44
Period 5C	12:46-1:11
Period 6	1:14-2:01
Period 7	2:03-2:50
Period 8	2:52-3:40

Two-Hour Late Start

Period 1	10:10 -10:42
Period 2	10:44 -11:16
Period 3	11:18 -11:49
Period 5A	11:52-12:16
Period 5B	12:19 -12:43
Period 5C	12:45 -1:10
Trojan Time	1:13 - 1:26
Period 4	1:28 -1:59
Period 6	2:01- 2:32
Period 7	2:34 -3:06
Period 8	3:09- 3:40

2:00 Dismissal

Period 1	8:10 - 8:47
Period 2	8:49- 9:26
Trojan Time	9:28- 9:42
Period 3	9:44 -10:22
Period 4	10:24-11:02
Period 6	11:04 -11:43
Period 5A	11:46-12:10
Period 5B	12:13-12:37
Period 5C	12:39-1:04
Period 7	1:07 -1:32
Period 8	1:34 – 2:00

School Closings

School closings due to inclement weather will be announced on local radio and television stations before 8:00 a.m.

TV – Siouxland television stations

Radio –KNEN, KEXL, & KUSO (US92), all in Norfolk; and KTCH, Wayne

Internet – Check the following websites – <http://www.ktiv.com>

Blackboard Connect 5 – district mass communication system will call primary and emergency phone numbers.

It may become necessary to dismiss classes during the school day because of bad weather. In such an event, it is important that parents/guardians provide ahead of time to the school, the procedures the child should follow (i.e., go home with a specific friend, go to a relative's home, babysitter's, etc.) Emergency message will go out through Blackboard Connect 5 prior to dismissal.

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

Telephone Calls/Daily Announcements

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

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

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

The school telephones are for school business only. Students may use the phone only in case of an emergency (this does not include calling parents for forgotten items) or to notify parents if they must remain at school beyond the regular school day. Other plans or arrangements should be made at home by the student and parents/guardians prior to the school day.

Students may use their cell phones with classroom teacher permission, during passing times and lunch time in accordance with board policy.

Student Illness

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child.

If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

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

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

School Visits

Parents/guardians are encouraged to visit school. Please check with the building principal regarding the best time to visit. We request that parents not plan visits during the first two weeks or the last two weeks of school.

All parents and visitors must buzz in (between 8:20 a.m. and 3:30 p.m.) and enter and exit the building through the main doors during school hours. Before visiting a classroom, permission must be given through the school office. Visitors will be asked to sign in and will receive an identification tag, which they are required to wear throughout their time in the school building. Visitors must sign out in the office prior to leaving.

Brothers and sisters are permitted to visit if accompanied by parents, but we ask that they do not attend parties or field trips.

Relatives or friends from other schools who wish to visit may do so for a period of time not to exceed 1/2 day. These visitors are to have advance approval from classroom teachers and the building principal.

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

Parental Involvement

The school district recognizes the importance of parental involvement in the education of their children. To ensure such rights, parents will be:

1. Provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district.
 - 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. 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. 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. In the case of secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity.
 - b. Parents may request permission to attend counseling sessions in which their child is involved.
3. Permitted, within district procedures, to ask that their children be excused from testing, classroom instruction, surveys and other school experiences that parents find objectionable.
 - a. Building principals will 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. Informed through the student handbook of the manner that the district will provide access to records of students.
5. Informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. 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 may restrict their child from participating in any survey. (Board Policy 5018)

Communication

Effective communication between home and school is crucial to students' educational success. Both teachers and parents must work to communicate frequently about students' progress. Methods of communication include, but are not limited to, the school website, parent-teacher conferences, e-mail, telephone contact, school visitation by parents and home visitation by teachers. Teachers must notify parents about unsatisfactory student work promptly and prior to the end of a grading period.

The school calendar will provide opportunities for formal parent-teacher conferences. The conferences need not be limited to these days; they should be scheduled at times that will allow adequate time for an effective conference. (Board Policy 6019)

Admission of Students

Students shall be admitted to the school district who are:

- legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- approved for option enrollment pursuant to policy;
- approved as a foreign exchange student pursuant to policy; or
- legal residents of a district that has contracted with this district for their educational services.
- statutorily entitled to attend the schools of the district on a part-time basis pursuant to policy 5002.1.
- out-of-state students who have been enrolled pursuant to policy 5002.2.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy. (Board Policy 5002)

Attendance

Required Attendance

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

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

(Board Policy 5001)

Tardies/Absences

Students absent or planning on leaving school early must submit a note from parent/guardian stating reason for absence. Students arriving after the scheduled start time will be considered tardy. A meeting will be scheduled with the building principal to discuss solutions for students with excessive tardies.

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

The accumulation of excessive amounts of tardies for any class per semester may be counted as absences.

Parents/guardians must notify the school by note or telephone before 8:10 a.m. of a student's absence or tardiness. If the school is not notified, a call will be made to the parent/guardian to determine the child's whereabouts and safety. For parent convenience, voice mail will take calls prior to 7:45 a.m.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician's verification is required after three (3) consecutive days of absence for illness)
2. Medical appointments for the student with a doctor's note
3. Death or serious illness of the student's family member with a note from parent/guardian

4. Appearance at court or for other legal matters with a court note

Excessive Absenteeism

When a student receives 7 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

(Board Policy 5001)

Family Vacations

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

School Attendance on Days of Scheduled Activities

Students must attend all regularly scheduled classes on the day they participate in any student activity. Exceptions may be given by the school administration for pre-approved absences due to but not limited to funerals, verified medical appointments, and college visits. (Board Policy 6014)

Leaving School During the School Day

Students who must leave school for any reason during the school day must check out at the office. A sign-out sheet is available for this purpose. Students are only released to leave with permission from a parent or parent designee. When students return to school they are expected to sign back in. Notes from medical professionals, courts,

Make-Up Work

Classroom work and assignments missed during an absence, regardless of the type of absence, must be made up unless special arrangements are made with the appropriate teacher(s). Students are responsible for obtaining make-up work and parents and siblings may make arrangements to pick up assignments, books or other materials by contacting the school office.

Homework

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

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

Meals

A hot lunch program is available at school. Children are expected to abide by the district rules while at lunch. Lunchroom privileges may be denied if students do not follow the school rules.

A 7:30 a.m. breakfast program is also offered at Wakefield Community School for those students wishing to participate.

Closed Campus

The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal’s designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult. Nothing in this policy shall prevent the school from sending a student home when the student is ill.

Student Fees

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

Student iPad Insurance

Students desiring to take school iPads home must purchase school insurance at a cost of \$50 per student, maximum of \$150 per family annually. The insurance will cover the cost of the first accident repair. Subsequent damage is the responsibility of the student as per the iPad handbook. Students electing to not take insurance will be allowed to

check out their iPad daily through the library. Time is provided before school, after school and during Trojan period to complete curricular assignments.

Student Fees

A. Definitions

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

B. Listing of Fees Charged by this District.

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

The district will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Courses.

The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

The maximum dollar amount charged by the district for course materials shall be:

Physical Education	\$12 per year for PE uniform, grades 6-12, (shorts and shirt) approved by District. Also shoes, undergarments .
Industrial Technology Classes	\$5 per semester plus \$20 to \$800 depending on the choice of materials for personal projects
Art Classes	\$5 per semester plus \$5 to \$50 depending on the choice of materials for personal projects
Family and Consumer Science Classes	\$5 per semester plus \$5 to \$50 depending on the choice of materials for personal projects

5. Extracurricular Activities.

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

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

Student activity card	\$30 Covers admission to all extracurricular events
Student participation fee	\$20 Required of all students who participate in athletics and/or other extracurricular activities
Future Business Leaders of America	Annual membership fee of \$15. Cost of attendance at State/National Conventions are the student's responsibility.
National Honor Society	Annual membership fee of \$15. Cost of attendance at State/National Conventions are the student's responsibility.
Football	Students must provide their own football shoes, undergarments, and mouth guards
Golf	Students must provide their own golf shoes, undergarments, and clubs
Baseball	students must provide their own shoes and undergarments.
Physical Education	Students are responsible for the cost of off campus activities, if not graded.
Track, Volleyball, Wrestling and Basketball	Students must provide their own shoes and undergarments

FCCLA

Annual membership fee of \$15. Cost of attendance at State/National Conventions are the student's responsibility.

FFA

student must purchase their own FFA jackets and pay dues of \$25.

6. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$10.

8. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$.10 per page for reproduction of student records after the first ten pages for reproduction of student records.

9. Participation in Before-and-After-School or Pre-Kindergarten Services.
The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$100 per month.

10. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$300 per month.

11. Charges for Food Consumed by Students.

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

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

Breakfast Program – Grades Pre-K-12

Regular Price	\$1.15
Reduced Price	\$0.30
Milk	\$0.30

Lunch Program – Grades PreK-6

Regular Price	\$1.90
Reduced Price	\$0.40
Milk	\$0.30

Lunch Program – Grades 7-12

Regular Price \$2.40

Reduced Price \$0.40

Milk \$0.30

High School students desiring a second entrée(s) will be charged an additional 50 cents daily whether they elect to take one item or all the entrees offered for seconds. Additional milk is extra at a cost of 30 cents per carton.

12. Charges for Musical Extracurricular Activities.

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

Band Students must provide their own instruments and marching band shoes

Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group.

13. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$5 to \$100.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students. (Board Policy 5045)

Confidentiality in Counseling and Guidance

The school district provides students with a certificated school guidance counselor. Information that students provide to counselors is confidential but not legally privileged. The counselor will attempt to respect the privacy of student disclosures, but will share all relevant information with other education professionals as appropriate or as directed. The counselor will also contact parents and law enforcement officials as appropriate.

Records of the counseling relationship, including interview notes, test data, correspondence, tape recordings and other documents, are to be considered professional information for use in counseling, not part of the student's education record.

When a counselor is in doubt about what information to release, he or she should discuss the matter with the building principal or with the superintendent. (Policy 4058)

Academic Progress

Student academic progress is evaluated on a daily basis using curriculum guidelines and appropriate assessments. In addition, Nebraska academic standards and nationally normed tests are used to evaluate student achievement.

Student academic achievement, effort, and social development is communicated to parents in a variety of methods:

- Report cards are issued at the end of each quarter (progress reports at mid-quarter for students in grades 4-12).
- Regularly scheduled Parent/Teacher conferences provide parents, teachers, and students with the opportunity to exchange information about student progress.
- Student portfolios, used to document individual progress and accomplishments, may be shared with parents.
- Informal communication with parents may include telephone calls, after-school meetings, weekly progress reports, and notes.

K-2 Legend

E – Excellent

S - Satisfactory

N – Needs Improvement

Grades 3-12 Legend

A – 94%-100%

B – 87%-93%

C – 77%-86%

D – 70%-76%

F – Below 70%; Failing

Grade Point Average (GPA)

Your cumulative grade point average (GPA) will be computed after every semester in school. From this comes your rank in the class. Any student transferring into Wakefield High School will transfer his/her current GPA from the previous school.

Honor Roll

To become an honor student, a student must have carried no grade below 87 percent and a grade of at least 94 percent in two or more of his/her solid subjects.

Honorable Mention

To become an honorable mention honor student, a student must have carried no grade below 87 percent.

Academic Achievement Awards

Each year students are eligible for a “letter” in academics. If the student continues to earn a letter in succeeding years, he/she will be given a gold bar to pin on the letter each year.

In order to be eligible for the “letter”, the student must be on the Honor Roll three out of the four preceding quarters. If the student is not on the Honor Roll one of the quarters, he/she must at least be on the Honorable Mention Honor Roll during that quarter. The judging period will be from the fourth quarter of the previous school year through the third quarter of the current year. Students will become eligible for this award beginning in the fourth quarter of the seventh grade year. Letters will be awarded during Honors Convocation in the spring. This award was initiated by the 1984-85 Student Council.

Weekly Eligibility Policy

In order to ensure a proper perspective between academics and the extra –curricular activities, the Wakefield Board of Education has adopted the following weekly eligibility policy. If any student in grades 7-12 is failing one or more classes on the first day of the school week he/she will be placed on academic probation for that week. If the student fails to raise his grades to a passing level (70% or better), the students will be declared ineligible for participation in extra-curricular activities for the ensuing calendar week. The ineligible student will remain on the ineligible list, on a weekly basis, until such time the student's grades are considered passing (70% or better). Conversely, if the student does raise his grades to 70% or better during the probationary week, the student will be declared eligible for participation.

Any music student who is academically ineligible will be allowed to participate in the large ensemble (choir or band) for a concert at Wakefield School. The music student will be excluded from all other performances, including but not limited to: small ensembles, solos, swing choir, glees. Conference choir or band, honor choirs and bands, pep band, and district music are considered extra events and will not be attended by an ineligible student.

The principal will have the authority to develop specific educational plans for students, in order to help students who appear on the probation/ineligible list.

Graduation Requirements

The following is a brief guide, which should assist you in selecting courses for. You should consult with your parents, teachers, guidance counselor or the principal if you have questions regarding registration or graduation requirements.

One hour of credit is granted for each period an academic class meets each week e.g. a typical class meets once a day - five days a week - and five (5) hours credit for that class is granted for each semester.

Two hundred forty (240) hours are required for graduation; of these, 180 hours must be in areas other than physical education and music. All classes are solid except PE and music.

The following credits are required for all students for graduation:

English	40 hours (9th, 10th and 11th plus 10 hours of an English course during 12th grade)
Math	30 hours (must include Pre-Algebra or Algebra)
Science	30 hours (must include Earth Science, Biology and a Physical Science)
Social Studies	30 hours (must include Government, US History, and World History)
Speech	5 hours
Fine Arts	5 hours (Band, Vocal, or an elective from Art Department)
Physical Education	20 hours

All students are required to be enrolled in a minimum of seven courses per semester.

7th and 8th Grade Requirements

All seventh and eighth graders are required to take English, math, science, social studies, vocal or instrumental music, family & consumer science 7-8, physical education, art, keyboarding, computer literacy, and industrial technology, careers. Choir, band and athletics are available to seventh and eighth graders.

Junior High students must pass three of their four required academic classes to qualify for promotion (exceptions by administrative approval only).

Commencement Ceremony

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

All students who are enrolled as members of the senior class at the end of a school year, whether students in the regular education curriculum or students with individual education plans, shall be eligible to participate in the ceremony regardless of whether they have completed all graduation requirements. A student may participate in only one ceremony. Being permitted to participate in the ceremony does not constitute graduation, and only those students who have completed all graduation requirements prior to the ceremony will receive a diploma. (Board Policy 6006)

Grade Placement of Transfer Students

Subject to a determination on grade placement based on the criteria set forth below, a student transferring from an accredited school will generally be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

Elementary Level Students

The appropriate level of placement for elementary level students may be determined by, but not limited to, consideration of the following information:

- Chronological age.
- Previous public school or private school experience.
- Diagnostic test data.
- Achievement test data.
- Criterion referenced test data.

Secondary Level Students

The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:

- Chronological age.
- Previous public school or private school experience.
- Standardized achievement test data.
- Criterion referenced test data.
- Final examination test data.
- Diagnostic test data.

A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements to earn a high school diploma. Credits earned in grades 9-12 at an accredited school will be counted toward high school graduation requirements. Credits from a home school and/or a non-accredited school will not be counted toward high school graduation requirements.

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country. (Board Policy 6009)

Student Records

The school district shall maintain student records and reports as are necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home and the like, and these items will not generally be maintained by the district.

Each building principal will assign responsibilities for the preparation and maintenance of pupil records and will establish rules and regulations regarding their storage and use in the building.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. "School administrators" include attorneys, members of law enforcement acting on behalf of the school district as well as third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act. (Board Policy 5016)

Field Trips

The board encourages instructional staff to incorporate field trips into the curriculum. These trips should normally be conducted during the school day.

1. General Conditions

All trips must be pre-approved by the teacher's building principal. Out-of-state overnight trips require pre-approval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.

2. Parental Permission

Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip.

3. Supervision

Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage.

4. Student Conduct

Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones. (Board Policy 6027)

Student Discipline

Extracurricular activities including athletics, band, chorus, and club activities are governed by the Student Extracurricular Activity Code of Conduct. Students who are involved in extracurricular activities may face consequences related to the activity that are different from or in addition to the consequences discussed below.

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: work made up is not to exceed three days without administrator approval.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's

parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as

defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);

7. The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.
8. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
9. Engaging in bullying as defined in section 79-2,137 and in these policies;
10. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
11. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
12. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;

- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- k. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Dress Code

- Undergarments (bras, underwear) should not be able to be seen
- No strapless garments-Visible shoulder straps must be at least one inch wide (no tube tops, crop top shirts)
- Two-piece outfits must touch at the middle when standing and sitting
- Pants should not be worn too low
- No clothing that shows cleavage, or is too revealing
- Shorts, skirts and dresses should be of an appropriate length (rule of thumb for length: the location of the fingertips when standing normally)
- No clothing, jewelry, or body art that advertises or promotes alcohol, tobacco, illegal drugs, or weapons
- No clothing, jewelry, or body art that is gang related
- No clothing, jewelry, or body art which exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar language
- No head-wear including hats, caps, bandanas, and hoods

- No sunglasses or gloves
- No clothing with holes above the “fingertip length” that show skin
- No pajama pants
- Anything that has the potential to cause a distraction or a disruption to the educational process, or that is dangerous to the health and safety of anyone, is prohibited

*Students are expected to comply with the Dress Code.

*Any school employee who notices a violation of the Dress Code may inform the student of the violation and ask them to change their clothing, or send them to the office.

*Violations of the Dress Code will result in disciplinary action, including but not limited to: requiring a change of clothes, detention, or suspension. If a dress code violation is also determined to violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity), the violation may result in other disciplinary measures.

*Although the information listed in the Dress Code is detailed and specific on many topics, it is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year.

*The administration reserves the right to make decisions and make rule revisions at any time to assure the well being of all students. Should a situation or circumstance arise that is not specifically covered in this Dress Code, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

*In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval.

Due Process Procedure

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

- b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
- 3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
- 4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
- 5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
- 6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

Hearing Procedure:

1. **Hearing Officer.** The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. **Administrative Representative.** The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. **Notice of Hearing.** If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. **Continuance.** Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. **Access to Records.** The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the school district at any reasonable time prior to the hearing.
6. **Hearing Procedure.** The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or

the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. **Availability of Witnesses.** The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. **Record.** The proceedings of the hearing shall be recorded at the expense of the school district.
9. **Findings.** Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. **Review by Superintendent.** The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.

11. **Notice of Determination.** Written notice of the findings and recommendations of the hearing officer and the Superintendent's determination shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the Superintendent's determination shall take immediate effect.
12. **Appeal to Board.** The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. **Review by Board of Education.** Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. **Final Decision of Board of Education.** The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail. (Board Policy 6024)

Emergency Exclusion

Grounds for Emergency Exclusion

Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

Extension of Exclusion

In the event it is appropriate to consider the extension of an emergency exclusion (exclusion) of a student for more than five school days. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be considered according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the

initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing

examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Saturday School

Saturday School may be assigned for but not limited to the following reasons: missed detentions, some unexcused absences, excessive tardies, and/or disciplinary infractions determined by the school principal. Schoolwork or assigned activities will be performed at this time. "Saturday school" may be held evenings or days when school is not in session.

Student Bullying

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior. Without limiting any definition of bullying under any state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force or verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying and bullying prevention. (Board Policy 5054)

Cell Phones and Other Electronic Devices

Students may use cellular phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully. Students may use electronic devices at school, so long as they do not create a distraction or a disruption and approved by

school staff. Students may use electronic devices in classrooms with the express permission of the classroom teacher.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may not have cell phones or electronic devices on while they are in locker rooms or restrooms.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

While on school property, as a school activity or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass or intimidate any other person.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion. (Policy 6025)

Lockers

Lockers are the property of the school district and students are permitted to use them without charge. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause. (Board Policy 5036)

Computer Usage and Internet Guidelines

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
4. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
5. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
6. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
7. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
8. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
9. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
10. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.

11. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
12. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
13. Students shall not forge electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
 2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted. (Board Policy 5037)
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Extracurricular Activity Code of Conduct

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

Activities subject to the Code of Conduct

Extracurricular activities shall include, but are not limited to: all athletics, Speech, FCCLA, FBLA, FFA, STUCO, Play Production, 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.

Alcohol & Marijuana Offenses

Type 1: Self Reported

1. Student is seen in possession or under the influence of alcohol or marijuana by a certified staff member at a non-school activity and the student notifies an administrator, athletic director, sponsor or coach by 5:00 pm the following day.
2. Student is issued an MIP (Minor in possession), DUI (Driving under the influence), DWI (Driving while intoxicated), or is issued a citation for possession or use of marijuana or a citation for possession of drug paraphernalia, and notifies an administrator, athletic director, sponsor or coach by 5:00 pm the following day.
3. Student is in possession or under the influence of alcohol or marijuana, at a non-school activity & notifies an administrator or activity director sponsor, or coach by 5:00 pm the following day.

First Offense

15 -School day suspension from all activities, including weekend activities that occur during the 15 school-day span.

Second Offense

30-School day suspension from all activities, including weekend activities that occur during the 30 school-day span.

Third and Subsequent Offenses

90- School day suspension from all activities, including weekend activities that occur during the 90 school-day span.

Type 2: Reported by others

1. Student is seen in possession or under the influence of alcohol or marijuana by a certified staff member at school, or at a school function.
2. Student is cited for substance abuse (MIP, DUI, DWI), or witnessed under the influence or in possession of alcohol or marijuana by a certified staff member but does not admit to the violation by 5:00 pm the following day.

First Offense

30-school day suspension from all activities, including weekend activities that occur during the 30 school-day span.

Second Offense

60 -School day suspension from all activities, including weekend activities that occur during the 60 school-day span.

Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.

Third and Subsequent Offenses

180-School day suspension from all activities, including weekend activities that occur during the 180 school-day span.

Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.

Controlled Substance Offenses

Student is found in possession of, or under the influence of, or is found to have intent to sell or distribute any controlled substances or illicit drugs by school staff or law enforcement will result in suspension from all school activities for one calendar year. This also includes possession of marijuana if there is intent to sell or distribute (but not necessarily for possession only, as stated above in "Alcohol and Marijuana Offenses").

Tobacco Offenses

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

First Offense

10 -School day suspension from activities, including weekend activities that occur during the 10 school-day span.

Second Offense

20 -School day suspension from activities, including weekend activities that occur during the 20 school-day span.

Third and Subsequent Offenses

40-School day suspension from activities, including weekend activities that occur during the 40 school-day span.

The coaches/sponsors and administrators will work together to determine the specific dates of sporting events or activities in which the students are deemed ineligible.

Books & Fines

Textbooks are supplied at no cost to students and are checked out by the teacher in each class. Students are responsible for checking in the textbook (showing only normal wear) at the end of the term. Damage to books such as torn pages, broken covers, ink or pencil marks, etc. are subject to a fine at the discretion of administration.

Recess/Outside Temperature Guidelines

Outside recesses are required throughout the year for all students. They are expected to wear adequate clothing and boots for cold and wet weather. Please mark all outdoor clothing for identification. Building administrators make the final decision as to whether students remain outside or in the building due to a variety of playground and weather conditions, including:

- When weather is raining or snowing heavily.
- When the temperature or chill factor is 0° F.
- When lightning or approaching storm is in the immediate area.

Parents may send a note to have a child remain inside at recess for one day if a child is returning from an illness or another related reason. A doctor's note is required for an extended (more than one day) indoor recess.

Bicycles

Bicycles may be ridden to and from school. Parents are responsible for student safety during those trips. For the safety of all children, bike riders must dismount their bicycles while on school property and while crossing school intersections. The school is not responsible for damage to, or the theft of, bicycles brought to school.

Student Driving and Parking

Students who drive to school are required to park their vehicles and leave them unoccupied until it is time to drive home. The speed limit on school property is 5 miles per hour. Students may not drive or have access to their vehicles during the school day without the express permission of their building principal or the superintendent of schools.

Students are to park appropriately and in the assigned areas on school property. Student parking shall not be permitted in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed.

By driving a vehicle to school, whether they park on or off school property, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules. (Board Policy 5033)

Pupil Transportation

It is the goal of the school district to provide safe, comfortable and reliable transportation for bus-riding school children.

1. Emergency Procedures
 - a. Mechanical breakdown

In the event of a mechanical breakdown, the driver will:

1. Stop the bus in a safe location
2. Keep passengers in the bus, if it is safe to do so
3. Take steps to warn motorists, by activating hazard lights and placing emergency triangles
4. Radio or call for assistance

b. Injuries/Medical Emergencies

If a student is seriously injured or suffers from a medical emergency, the bus driver will stop the vehicle at the first safe opportunity. The bus driver will provide emergency medical assistance in accordance with the driver's first aid training. The bus driver will notify the school district of the emergency using the radio or other communication equipment. The district will then summon emergency medical services by immediately calling 911. If the driver cannot reach the district, the driver should send an adult or a responsible student to a telephone to call 911 and then the district.

c. Severe Weather

1. TORNADOS

If a bus driver determines that there is a likelihood that a tornado will hit a vehicle, and there is not an escape route available or time to drive to a safe location, the driver will evacuate the bus, taking only the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the bus far enough away from the bus so that the bus will not roll over on the students. The driver should instruct students to cover their heads with their arms. If the students are wearing coats or jackets, they can be used to provide additional protection for their heads and bodies. If there is no time to evacuate the students after stopping the bus, the driver should have the students remain in their seats and assume a protective position with their heads below window level.

2. Winter Weather

If the school district determines that a bus route is too dangerous to drive due to winter weather conditions, the district will cancel bus service on that route. This decision will be announced via local radio stations on the affected day.

Parents must ensure that students are appropriately dressed for winter conditions. Students shall not wait for a school bus in winter weather for more than 15 minutes past the scheduled pick-up time. If the bus has not arrived by that time, pupils are to return to their homes or to another place of shelter that the student and his or her parent have prearranged.

d. Weapons, Hazardous Substances and Dangerous Contraband

If a driver discovers that a passenger may have a weapon, hazardous substance or other dangerous contraband on the bus, he or she should remain calm and call for assistance using a pre-determined code. The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. The driver should not inform passengers of the presence of the weapon or other contraband.

e. Terroristic Threat

If a bus driver receives a terroristic threat that he or she deems credible, he or she will notify the school district of the threat using the radio or other communication equipment. After consulting with school officials, , the driver will determine whether the threat requires evacuation of the bus. The school will promptly notify the authorities of the threat.

For purposes of this policy, a terroristic threat is a threat to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of the bus or in reckless disregard of causing such terror or inconvenience.

f. Emergency Incident Reports

Bus drivers will provide written documentation of any of the emergency events specified in this policy by completing the incident form attached hereto. This documentation must be submitted to the school administration within 24 hours of the event.

3. Drop-off

Drivers will drop students off at a location pre-determined through communication between the school district and parents/guardians. In the event the drop-off location is uncertain or appears to be unsafe, the driver will communicate with school staff in the building to seek additional guidance.

In no event will a driver drop a student off in a location which in the reasonable judgment of the driver appears to be unsafe. Drivers who believe the drop-off location to be unsafe shall release students directly into the custody of a parent/guardian or shall return students to their school building.

4. Student Behavior on School Vehicles

Riding the school bus is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding on the bus.

Rules of Conduct on School Vehicles:

1. Students must obey the bus driver promptly.
2. Students must arrive at the bus stop before the bus is scheduled to arrive. The bus driver will not wait for tardy students.
3. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the bus stops.
4. Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
5. Students must enter the bus without crowding or disturbing others and go directly to their seats.
6. Students must remain seated and keep aisles and exits clear while the bus is moving.
7. Students are prohibited from throwing or passing objects on, from, or into buses.
8. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the bus.
9. Student may eat or drink on the bus with permission.
10. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the bus.
11. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the bus is in motion. Students must be absolutely quiet when the bus approaches a railroad crossing and any time the bus driver calls for quiet.
12. Students may not open bus windows without permission from the bus driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of bus windows.
13. Student must secure any item or items that could break or produce injury if tossed about the inside of the bus if the bus were involved in an accident
14. Student must respect the rights and safety of others at all times.
15. Students must help keep the bus clean, sanitary and orderly. Students must remove all personal items and trash upon exiting the bus.
16. Students may not leave or board the bus at locations other than the assigned stops at home or school.
17. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

5. Consequences

Bus drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include:

1. Note home to parents
2. Suspension of bus riding privileges
3. Exclusion from extracurricular activities

4. In-school suspension
5. Short term or long term suspension from school
6. Expulsion

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

i. Records

Records of school bus misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement. Records may also be maintained in the transportation office. (Board Policy 5044)

Routine Directory Information

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given to opportunity to prevent the release of this directory information by filing a written objection with the district. (Board Policy 5017)

Safety Drills

Fire, tornado, bus, and crisis drills are held on a regular basis. In cooperation with the Dixon County Police and Fire Departments, a district Crisis Plan has been established for each attendance area. In case of an emergency, teachers and students may be evacuated from the school and taken to an alternative site. In the event of a safety

concern, appropriate communication will be distributed to district patrons through varying forms as determined by the district safety team. Please do not come to the school or tie up the school's telephone lines with incoming calls during this time.

Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law. (Board Policy 5030)

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher.
2. The second step is for the complainant to speak to the building principal, superintendent of schools, or president of the board of education, as set forth below.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b. Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted to the president of the board of education.
3. When a complainant submits a complaint to an administrator, the administrator shall:
 - a. Determine whether the complainant has discussed the matter with the staff member involved.
 1. If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member.
 2. If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Interview the complainant to determine:

1. All relevant details of the complaint;
2. All witnesses and documents which the complainant believes support the complaint;
3. The action or solution which the complainant seeks.
- d. Respond to the complainant.
4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.
 - a. This appeal must be in writing.
 - b. The superintendent will investigate as he or she deems appropriate.
 - c. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
 - a. This appeal must be in writing.
 - b. The board may, but is not required to, receive statements from interested parties and witnesses relevant to the complaint appeal.
 - c. The board will notify the complainant in writing of its decision.
 - d. There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall:
 - a. Determine whether the complainant has discussed the matter with the superintendent.
 1. If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent.
 2. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Determine, in his or her sole discretion, whether to refer the matter to the board of education for consideration at a regular or special meeting. (Board Policy 2006)

Police Questioning Students

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall not allow law enforcement officers access to students to conduct an investigation during school hours unless the officers are investigating charges that the student has been the victim of abuse or neglect. Contact between the school and law enforcement authorities on matters involving students shall be made through the office of the superintendent or principal and the law enforcement officer.

Law enforcement officers may talk to a student away from the school before or after school hours, and they should be encouraged to do so. Law enforcement officers shall be allowed to conduct an interview at the school only when the interview is conducted at the request of the school or when they can show that special circumstances exist. This determination should be made by the appropriate building principal or superintendent.

Law enforcement officers should be permitted to interview students on school grounds only after providing the superintendent or appropriate building principal with a statement in writing that the law enforcement officer has reason to believe and does believe that the student is the victim of child abuse or neglect perpetrated by the child's parent(s) or some other member of the child's immediate family, and that the law enforcement official wishes to interview the student regarding such abuse or neglect.

Throughout this process, all attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program.

1. Law enforcement officers should be permitted to take custody of a student if they possess an arrest warrant or if they otherwise assert a lawful basis for doing so. Whenever possible, the arrest or release of the student should be conducted in the building principal's office and out of the view of other students. When a principal or other school official releases a minor student to a law enforcement officer for the purpose of removing the minor from the school premises, he or she shall take immediate steps to notify the parent, guardian, or other responsible adult regarding the release of the minor to the officer and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse. If the law enforcement officer indicates that the child is being taken into custody because the child is the victim of suspected child abuse, the principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign the statement appended hereto certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.
2. Law enforcement personnel shall not be allowed to roam about the school until the student is found, and shall remain in the administration office while school personnel seek the student.
3. If possible, the education program of the student should not be disrupted to allow for police questioning of the student during class time.
4. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.
5. If law enforcement officers are to be allowed to question a student under the age of 18, the principal or school official shall make a reasonable attempt to notify the child's parents before questioning begins, except in cases of suspected child abuse or child neglect involving the parent or other family member. The parents should be given the opportunity to come to the school prior to the questioning.
6. If the parents are notified and are able to attend, they should be allowed to be present at the interview. The principal or designee should be present at the interview, but should not take part in any questioning. The principal or designee should remain a neutral observer at all times. (Board Policy 5022)

Immunizations

1. General Rule
 - a. Each student wishing to enroll in the school district is required to be immunized against measles, mumps, rubella, varicella (chicken pox), poliomyelitis, diphtheria, pertussis, hepatitis B, and tetanus prior to enrollment. All other immunizations required by the State of Nebraska, in addition to the above, must be followed.
 - b. The district is not responsible for the cost of such immunizations.
 - c. Any student who does not comply with this policy shall not be permitted to continue attending school.
2. Exceptions
 - a. Provisional Enrollment.
Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.
 - b. Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:
 - i. A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household.
 - ii. An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.
 - c. Students who are exempt from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease among the school population. (Board Policy 5010)

Health Practices

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled Methods of Competency Assessment of School Staff Who Administer Medication), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

1. Prescription medication
 - a. Parents/guardians must provide a physician's written authorization for the administration of the medication.
 - b. Parents/guardians must provide their own written permission for the administration of the medication.
 - c. The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.
2. Non-prescription medication

- a. Parents/guardians must provide written permission for the administration of the medication
- b. The medication must be brought to the school in the manufacturer's container.
- c. The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician. (Board Policy 5024)

Illnesses & Communicable Diseases Guidelines and Recommendations

School Guidelines:

1. If a child comes to the nurse's office and complains of not feeling well and has a temperature of 100.0 or above, **your child will be sent home from school.**
2. Chicken Pox - Chicken Pox is a highly contagious disease. If your child comes down with Chicken Pox, he/she will not be allowed to return to school until 7 days from the time they broke out.
3. Headlice - Please let the school nurse or school know. If one of your children has lice, the school nurse will check that entire grade and brothers or sisters. A student will remain at home as long as active lice and eggs are present. Students having Nits following treatment will be allowed back in school. A special shampoo is required and may be either prescription or over-the-counter. The child may return to school the day following the shampoo. The special shampoo will need to be repeated in 7 days. The school nurse will then check everyone concerned again. All washable clothes, coats, hats, bed linens, afghans, throw pillows, etc., should be washed in hot water and dried on the highest drier setting. Carpets and upholstered furniture should be vacuumed. Non-washable items should either be dry-cleaned or wrapped in a plastic bag for 10 days.
4. Impetigo - Red lesions, often with scab and discharge. Highly contagious. If noted on your child, you will be asked to remove him/her from school. He/she may return to school as soon as an antibiotic salve is applied to the area. This may be over-the-counter or prescription. If the area does not improve dramatically in 2 to 3 days, your child will need an internal antibiotic medication prescribed by your doctor.
5. Conjunctivitis (Pink Eye) - If noted on your child, we will ask that you remove your child from school. He/she may return as soon as he/she is on medication - a prescription from your doctor.
6. Children with communicable diseases such as head lice, chickenpox, measles, mumps, and rubella will be excluded according to Nebraska State Department of Health and Human Services guidelines.

Recommendations:

1. If your child has any of these symptoms: above-normal temperature (100° or more), upset stomach, headache, earaches, diarrhea, sore eyes, cough, rash or skin eruptions, and/or pain or swelling, it is best to keep them home until consulting with your physician. Students may return to school when they are fever and symptom-free for 24 hours.
2. Students habitually absent due to illness may be required to provide the school with a doctor's written excuse for each absence.
3. Absences due to illness will count toward the absence limitations.

Eye Exam

The parent(s) or guardian(s) of (1) all incoming students in the beginner grade and (2) all out-of-state transfer students must provide evidence of a vision examination by a qualified vision health care provider.

They must provide evidence of the vision examination within sixty days after the student's enrollment. The health care provider must test the student for amblyopia, strabismus and internal and external eye health, with testing sufficient to determine visual acuity.

Any parent(s) or guardian(s) who object to a vision examination must submit a signed and dated refusal form to the school. Parents or guardians who wish to receive information regarding free or reduced-cost visual evaluations may contact Kids Connection at (877)-NEB-KIDS or the Nebraska Optometric Association at (800) 766-4466.

Homeless Children and Youth

This School District will comply with the federal and state law related to homeless students.

- A. "Homeless children" for purposes of this Policy is a child who lacks a fixed, regular, and adequate nighttime residence, as defined by applicable federal and state law related to homeless students. An "unaccompanied youth" is a child who is not in the physical custody of a parent or guardian.
 1. Homeless Coordinator - The District's designated Homeless Coordinator is the Superintendent. The Homeless Coordinator may delegate the specified duties as the Homeless Coordinator determines to be appropriate. The Homeless Coordinator shall serve as the school liaison for homeless children and youth.
 - a. Responsibilities - The responsibilities of the Homeless Coordinator are to assist with identification, enrollment, and placement of homeless children and to provide staff development activities to all school personnel regarding the educational rights and needs of homeless children and youth. The Homeless Coordinator shall ensure

that: homeless children are identified by school personnel; homeless children enroll in, and have a full and equal opportunity to succeed in, school; homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children; public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; enrollment disputes are mediated in accordance with law; and the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.

- b. Coordination - The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. Coordination activities with area shelters and other homeless service providers are to be established by the Homeless Coordinator.

Financial. The Homeless Coordinator shall ensure that financial records are maintained to show expenditures are for authorized activities. Title I, Part A homeless set-aside funds are also to be used for services for homeless children. Materials and equipment purchased with grant funds are properly identified and inventoried.

Program Activities. The Homeless Coordinator shall design program activities to meet the greatest need as determined by the District and homeless service providers.

Documentation. The Homeless Coordinator shall document the number of homeless children and youth receiving services.

Student Records. The Homeless Coordinator shall ensure that any record ordinarily kept related to students, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, are maintained so that the records of a homeless child are available, in a timely fashion, when the child enters a new school or school district and in a manner consistent with the Federal Education Rights and Privacy Act.

2. Enrollment and Placement of Homeless Children - The enrollment and placement of homeless children shall be in compliance with federal and state law.
 - a. Enrollment - A homeless child shall be immediately enrolled even if the child is unable to produce records normally required for enrollment. Lack of previous school records, immunization and medical records, birth certificate, or other documentation from the previous school will not delay the enrollment of a homeless child or youth. Guardianship issues, uniform or dress code requirements, and residency requirements will not be obstacles to delay or deny enrollment. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.
 - b. Obtaining Records - The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.
 - c. Placement - Placement decisions for a homeless child shall be made according to the District's determination of the child's best interests.

The placement shall be at either:

1. The child's "school of origin," which is the school that the child attended when permanently housed or the school in which the child was last enrolled; or
2. The school of the attendance area in which the child is actually living.

If placed in the school of origin, the placement shall continue for the duration of the child's homelessness. If the child becomes permanently housed (no longer homeless) during the school year the placement in the school of origin will be continued for the remainder of that school year.

To the extent feasible the placement shall be in the school of origin except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal.

The grade placement for the homeless child will be the appropriate grade level as determined by the building principal or designee using the same procedures that are used for placing non-homeless children attending that school.

3. Educational Services and Stigmatization or Segregation - It is the District's policy that homeless children not be stigmatized or segregated on the basis of their status as homeless. Homeless children will be provided the same free, appropriate public education as other students. Homeless students will be provided services comparable to services offered to other students in the school in which the homeless child has been placed, including the following: transportation services, educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency, programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.
4. Transportation - Transportation will be provided to homeless students to the extent required by law.
 - a. Comparable Service - Transportation will be provided to a homeless student comparable to that provided to students who are not homeless.
 - b. School of Origin - When the homeless student attends the school of origin, transportation will be provided to and from the school of origin upon request of the parent or guardian of the homeless child, or upon request of the Homeless Coordinator in the case of an unaccompanied youth. If the homeless child relocates out of the District but continues to be enrolled in this School District based on it being the school of origin, this School District will negotiate with the school district in which the child is residing to develop a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If agreement is not reached, the responsibility and cost for transportation shall be shared equally.
 - c. Eliminate Barriers. Transportation will be provided when necessary to eliminate barriers to school enrollment and the retention of students experiencing homelessness.
5. Dispute Resolution. The process to resolve disputes concerning the enrollment or placement of a homeless child is as follows:

- a. The homeless child and the parent, guardian or other person having legal or actual charge or control of the homeless child shall be referred to the Homeless Coordinator. The Homeless Coordinator shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. The dispute resolution process is as follows:

The homeless child and parent/guardian will submit a written dispute statement to the Homeless Coordinator. The District's Dispute Resolution Form shall be used if such is available.

When it is determined that additional information would be helpful, the Homeless Coordinator will schedule a meeting within 10 days, or such time as practicable, at which the homeless child and parent/guardian will be given the opportunity to provide information in support of their position.

The Homeless Coordinator will contact school officials and others as determined appropriate to obtain information to corroborate the information provided in support of the positions of the homeless child and parent/guardian and the District.

The Homeless Coordinator will provide a written response and explanation of a decision regarding the dispute within 30 calendar days after receiving the dispute statement.

The written response and explanation of the decision will include a notice of the right appeal using the appeal process provided for in Nebraska Department of Education Rules 19.

- b. In the event of an enrollment dispute, the homeless child's placement shall be at the school in which enrollment is sought pending resolution of the dispute in accordance with the dispute resolution process. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute. (Board Policy 5014)

504 Plan

The school district will provide appropriate services to all children who qualify for them under Section 504 of the Rehabilitation Act of 1973.

1. Complaints concerning entitlement to student services under Section 504 should be filed with the school district's 504 Coordinator. All complaints must be in writing and signed by the person making the complaint. The 504 Coordinator may be contacted at : Mr. Jerad Wulf, Elementary Principal, 802 Highland Street, PO Box 330, Wakefield, Nebraska 68784, (402) 287-9892.

2. The coordinator will conduct an initial review of the complaint and attempt to effect a resolution. If the coordinator cannot resolve the complaint, the complaining party will be so advised in writing. In reviewing the complaint, the coordinator will meet with the complaining party, the complaining party's representative(s), and appropriate school district personnel including, but not limited to, the child's teacher(s) and school counselor.
3. If the coordinator does not resolve the complaint, the parties may agree to consult with a mediator from the Department of Education.
4. If the parties are unable to resolve the complaint through mediation, the party filing the complaint will be advised of the right to file the complaint with the Office of Civil Rights, U.S. Department of Education, Region VII, Kansas City, Missouri, or to initiate judicial remedies as permitted by law.
5. All meetings that the complaining party is to attend shall be scheduled at a time convenient to both the complaining party and the coordinator. (Board Policy 6022)

Student Insurance

The school district is not an insurer of student safety, and parents are encouraged to secure insurance covering their students' healthcare needs, including catastrophic coverage for injuries which may be sustained while participating in athletics or other extracurricular activities. (Board Policy 5025)

Non-Prescription Medication Parent Permission Form

Student Name _____ Date _____.

Name of Medication _____ Dosage to be given _____

Time Medication is to be given _____

What is medication being given for? _____

Any special directions or comments? _____

If medication is being given when child has a specific complaint (EXAMPLE: headache), how many hours apart should above dosage be given? _____

I hereby grant the designated school personnel permission to administer the above named medication to the above named child according to my directions.

Parent/Guardian

Signature _____ Date _____

-
1. All medication must be in original container with a label and child guard cap.
 2. All medication dosages and times to be given must correspond to directions on the container. (EXAMPLE: no Extra Strength Tylenol or adult cough syrup to a child under the age of 12)
 3. The medication and permission form shall be left with the office personnel at the start of the day.
 4. Parents/Guardians will assume the medication is administered per request unless the designated personnel or school nurse notifies them by phone or note that the medication was not given and the reason why.
 5. Parents/Guardians are encouraged to pick up any unused medication as soon as possible after the child has completed taking it. At the end of the school year any medication that has not been picked up by the parent/guardian will be destroyed.

**Prescription Medication Authorization Form
Administration of Medication at School**

Student Name: _____ Birth Date: _____

School: _____ Grade: _____

THIS PORTION TO BE COMPLETED BY PHYSICIAN/DENTIST/PROVIDER

<u>Name of Medication</u>	<u>Dosage</u>	<u>Route</u>	<u>Time of Day</u>
_____	_____	_____	_____

If give prn specify the length of time between doses _____

Inhalers: _____

Indicate if student must carry on his/her person

Student is capable of self-administration of medication _____ Yes _____ No

Possible side effects of medication _____

It is safe for unlicensed staff to provide this student this medication _____ Yes _____ No

Emergency procedure in case of serious side effects _____

I request and authorize that the above-named student be administered/provided the above-identified medication in accordance with the instructions indicated above from _____ to _____ (not to exceed the current school year) as there exists a valid health reason which makes administration of the medication advisable during school hours.

Date of Signature

Physician/Dentist/Provider Signature

Telephone Number

Name: _____
(Print or Type)

Please Note: If samples of medication are to be given, they must be labeled with the name of the student, dosage, route, and time to be given

THIS PORTION TO BE COMPLETED BY THE PARENT/GUARDIAN

I request/authorize the school to give medication to my student in accordance with the health care provider's instructions written above. I understand that unlicensed staff may be assigned to provide medication to my student, and I accept ultimate responsibility for monitoring the effects of this medication.

Permission to carry inhaler _____ Yes _____ No Permission to self-administer medication _____ Yes _____ No

_____ <i>Date</i>	_____ <i>Parent/Guardian Signature</i>	Phone # _____	_____ <i>Home</i>	_____ <i>Work</i>
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2014-2015 Student Information

ALL PARENTS/GUARDIANS NEED TO COMPLETE THIS FORM

A current record for each child in school must be kept and should include the following information.
PLEASE be accurate and complete.

PLEASE LIST ALL CHILDREN IN THE HOUSEHOLD ATTENDING WAKEFIELD:

Full Name:_____DOB:_____Age:_____Grade:_____Sex:_____

Full Name:_____DOB:_____Age:_____Grade:_____Sex:_____

Full Name:_____DOB:_____Age:_____Grade:_____Sex:_____

Full Name:_____DOB:_____Age:_____Grade:_____Sex:_____

PARENT/GUARDIAN'S HOME ADDRESS & EMPLOYMENT ADDRESS:

Father/Guardian Information:

Name:_____

Address:_____

Home Phone:_____

Cell Phone:_____

Father/Guardian Employer Information:

Employer:_____

Address:_____

Work Phone:_____

Misc.:_____

Mother/Guardian Information:

Name:_____

Address:_____

Home Phone:_____

Cell Phone:_____

Mother/Guardian Employer Information:

Employer:_____

Address:_____

Work Phone:_____

Misc.:_____

EMERGENCY CONTACT INFORMATION:

Person (s) who will take responsibility for the child when the parent/guardian cannot be reached.

Name:_____ Home#:_____ ; Work #:_____ ; Cell#:_____

Name:_____ Home#:_____ ; Work #:_____ ; Cell#:_____

MEDICAL INFORMATION:

Family Physician(s) in case of emergency:_____

Would you like school correspondence in: English Spanish Other

Collaborative Plan Addressing Barriers to Attendance

Student Name: [Click here to enter text.](#)

Student Grade: [Click here to enter text.](#)

Building: [Click here to enter text.](#)

Classroom/Homeroom Teacher: [Click here to enter text.](#)

Date of Meeting: [Click here to enter a date.](#) Number of absences at time of meeting: [Click here to enter text.](#)

What are the primary reasons the student has been absent: [Click here to enter text.](#)

Based on that information, meeting participants considered the following issues (check all that apply):

- ☐ Illness related to physical or behavioral health of the child
- ☐ Educational Counseling
- ☐ Referral to community agencies for economic services
- ☐ Family or individual counseling
- ☐ Assisting the family in working with other community services
- ☐ Referral to student assistance team for possible Section 504 or IDEA eligibility
- ☐ Other: [Click here to enter text.](#)

Attendance Plan

Based on the above considerations, this attendance plan will be put into place:

Steps to be taken by school staff: [Click here to enter text.](#)

Steps to be taken by student: [Click here to enter text.](#)

Steps to be taken by parent/guardian: [Click here to enter text.](#)

Steps to be taken by third parties: [Click here to enter text.](#)

Signatures of Meeting Attendees:

Parent/Guardian¹: _____

Student: _____

Attendance Officer: _____

Social Worker or School Administrator: _____

Other (indicate title): _____

Notice to family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. ***Please note that if your student accrues more than 20 absences, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).***

I have received a copy of this Plan, including the above notice:

Parent/Guardian*: _____

Student: _____

¹ If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.

Receipt of Student Handbook

The Wakefield Student Handbook is developed for students, parents and the faculty of our school. Its purpose is to provide for the smooth and efficient operation of the school by giving notice about our policies, rules, regulations and general information to those needing to know. By providing this handbook, it is also intended that the rights of those affected will be better protected.

Please read this handbook with your student. Feel free to ask questions and make suggestions about the contents herein. Copies of district policies, student handbook and teacher handbook are available at the school office. The handbooks are adopted yearly by the Board of Education as official district policy. After reading this handbook, we ask that parent(s)/guardian(s) and their student(s) sign below and return this sheet to the school office. Your signature does not mean that you agree with or endorse the handbook contents, only that you have read it and understand it.

The administration reserves the right to amend any policies in this handbook that they feel will provide for the betterment of education in the Wakefield Community School District, or to act on situations not specifically covered in this handbook.

"I HAVE READ AND DO UNDERSTAND THE STUDENT HANDBOOK FOR WAKEFIELD COMMUNITY SCHOOL DISTRICT."

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

"I HAVE READ AND DO UNDERSTAND THE STUDENT HANDBOOK FOR WAKEFIELD COMMUNITY SCHOOL DISTRICT and pledge to do the following:

- make every effort to help my school be the best that it can be by doing the best in the classroom, in activities, or wherever I may be representing it;
- to have pride in my school, my family, and my community, and show it in my behavior and attitude;
- to follow the rules and regulations of this handbook;
- to acknowledge the drug and alcohol policies, to understand that their purpose is to provide a learning environment that is safe, health and productive.

STUDENT'S SIGNATURE: _____ DATE: _____

Wakefield Community School



2014-2015

Staff Handbook

MOTTO

“EDUCATE, EMPOWER, ASPIRE”

OUR MISSION

The mission of Wakefield Community School in partnership with parents and community is to develop all students into collaborative lifelong learners who demonstrate effective communication, critical thinking and problem solving skills in a changing global society.

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Introduction

Welcome to Wakefield Community Schools. This handbook provides general information to staff members of Wakefield Community School, and to serve as a guide to policies, rules, and regulations, benefits of employment, and performance expectations.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an “at will” basis.

References in this handbook to “Certified Employees” are intended to apply to all staff who are required by their position to hold a teaching administrative certificate.

References in this handbook to “Classified Employees” are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate and are considered “at will” employees.

Each employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract/work agreement and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law and Board policies and regulations will control.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interest of the District.

This handbook will be in effect for the 2014-2015 school year and subsequent school years unless replaced by a later edition.

Notice of Non-Discrimination

Wakefield Community Schools does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status, or based on such protected classes, in admission or access to, or treatment of employment or educational programs and activities. Any person having information or inquiries regarding any such discrimination is directed to contact Superintendent Mark Bejot, in writing at PO Box 330, Wakefield, NE 68784 or by telephone at (402)2787-2012. Any person may also contact the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816)268-0550; or by fax at

(816)268-0599, regarding complaints of discrimination based on race, color, national origin, gender, age, disability as well as complaints concerning the denial of access or other discrimination against Boy Scouts or other youth groups.

Directory Information

Board of Education

Lisa Lunz	President (2014)
Tim Bebee	Vice-President (2016)
Jim Lehmkuhl.....	Secretary (2014)
Julie Rose	Member (2016)
Mark Victor.....	Member (2016)
Lori Nicholson	Member (2014)

Administration

Mark Bejot.....	Superintendent
Jason Heitz	Secondary Principal
Jerad Wulf	Elementary Principal

Certified Staff

Angie Borg.....	School Nurse
Iris Borg... ..	Math
Matt Brenn	4,5,6 Science/AD
Eric Burenheide	ITE
Shannon Carroll.....	Math
LaVonne Carson	Spanish
Michael Clay	Social Studies/Guidance
Jean Dorcey.....	Special Ed
Austin Galles	4,5,6 English
Michelle Galles	Family Consumer Science
Deb Garwood	4,5,6 Social Studies
Janie Gutzmann.....	3rd Grade
Lynette Haisch	4,5,6 Math
Timarie Hansen.....	Kindergarten
Lori Harding	Guidance
Mike Hassler.....	Art
Emily Henderson.....	3rd Grade
Cathy Hoffart	1st Grade
Brian Johnson.....	2nd Grade
Donna M Johnson.....	Special Ed
Jena Kaufman.....	PK
Jolene Klein... ..	Media Center
Jaime Manz	Reading Specialist
Chad Metzler	Social Studies
Susan Metzler.....	4,5,6 Reading
Brenda Montoya.....	ESL

Deb Nicholson.....	Vocal Music
Megan Nixon.....	4,5,6 Writing
Mark Reimers.....	Science
Kevin Roberts	Social Studies/ESL
Sarah Rusk	Technology
Sara Schlickbernd	2nd Grade
Tina Sharpe	1st Grade
Jan Simmons	English/ESL
Linda Steinman	Kindergarten
Bill Trenhaile	Band/Math/Bus Driver
Zoe Vander Weil	English/Speech
Megan Virgil.....	Science
Marissa Wallace	Business
Joe Wendte	PE
Deb Youngmeyer	Special Ed
Support Staff	
LaVon Anderson	Elem Secretary
Mike Benson.....	Transportation Director
Carlene Bodlak	Para
Mary Brudigam.....	Para
Ofelia Calleros.....	Migrant Liaison
Annette Chase	Para
Kristi Foote.....	Lunchroom Manager
Rex Hansen.....	Maintenance
Valerie Hall.....	Para
Sylvia Hernandez.....	ESL Para
Bonnie Hoffman	Para
Donna R Johnson.....	Kitchen
Marian Keagle.....	Bus Driver
Marcia Kratke.....	Business Manager
Deb Litchfield.....	Activity Center Supervisor
Rhonda Lorenzen	ESL Para
Bob Lubberstedt.....	Groundskeeper
Dawn Lubberstedt.....	High School Secretary
Mike Nelson.....	Bus Driver
Pat Nicholson.....	Bus Driver
Harold Odens.....	Custodian
Josie Paulson	Custodian
Lacey Sateren.....	Para
LeAnn Schroeder.....	Custodian
Julie Siebrandt	Para
Darci Slama	Para
Teresa Soderberg.....	Para
Roxanne Thompson.....	Kitchen

Pam VanderVeen..... Para

ESU#1 Staff - Certified

Amy Haselhorst..... OT
Micaela Hight PK
Kristine Kleve.....PT
Vernae Luhr Audiologist
Pam Peters..... PK
Stacey Richart..... Vision Consultant
Cathy Schroeder.....Speech Pathologist
Karen Wall Psychologist

ESU#1 Support Staff

Kara Anderson..... PK Para
Daisy Armendariz..... PK Para
Kim Barge PK Para
Angelina Fregoso..... PK Para
Karen Wirth..... PK Para

CONTACT INFORMATION

Phone Numbers

Elementary (402-287-9892)
Secondary (402-287-2012)
Bus Barn (402-287-2943)

Website

<http://www.wakefieldschools.org>

Address

802 Highland Street
PO Box 330
Wakefield, NE 68784

Calendar

The school calendar can be found in Appendix D of this handbook and is subject to change.

School Hours

Office 8:00 am to 4:00 pm
PK-AM 8:15a.m. to 11:30a.m. PK-PM 12:15p.m. to 3:35p.m.
Elementary 8:15 am to 3:35 pm
Secondary 8:10 am to 3:40 pm

Policies Regarding All Staff

Board Policies

The Wakefield Community School Board has adopted policies that govern the operation of the school district. A complete copy of the policy manual is placed in each workroom of the school district. These policies are also available online on the school website. Staff should consult with their building principal about the location of the manual in the workroom. The manuals will be updated as the board adopts new policies or modifies existing policies.

Outside Employment

1. An employee's responsibilities to the district take precedence over personal along with other prohibited activity during school hours. Employees may not engage in other employment business activity during assigned duty hours.
2. Tutoring
 - a. Teachers are expected to assist students who are having learning problems as part of the teachers' employment. Such assistance is expected both in the classroom and at other times during the school day.
 - b. A teacher shall not solicit a student or parent to retain the teacher as a tutor and shall not act as a tutor for pay or other remuneration for any student who is then enrolled in any class taught by that teacher.
 - c. In all other cases during the school year, a teacher may act as a tutor for pay or other remuneration upon prior approval of the building principal and superintendent or designee.
3. Employees shall attend to personal matters outside their assigned duty hours with the district whenever possible.
4. Employees may conduct business on behalf of the district during assigned duty hours, but at times that do not disrupt or interfere with teaching responsibilities or student activities.
5. Employees shall not misrepresent, either expressly or by implication, that any activity, solicitation, or other endeavor is sponsored, sanctioned, or endorsed by the district.
6. In any written or verbal presentation by an employee that might be perceived as being sanctioned, sponsored, or endorsed by the district, other than district-related instruction or presentation to district students or personnel, the employee shall communicate to the audience or recipients that the views expressed are those of the employee and not necessarily those of the district or board.
7. Sale of goods or services by employees.
 - a. Employees shall not sell, solicit or promote the sale of goods or services to students.
 - b. Employees shall not sell, solicit or promote the sale of goods or services to parents of students when the employee's relationship with the district is used to

influence any sale or may be reasonably perceived by parents as attempting to influence any sale.

- c. Employees with supervisory or managerial responsibilities shall not sell, solicit or promote the sale of goods or services to employees over whom they have such responsibilities in any manner that could reasonably be perceived as coercive by the subordinate employee(s).
 - d. Employees shall not use employee, student, or parent directories in connection with the solicitation, sale, or promotion of goods or services and shall not provide any such directory to any person or entity for any purpose without the prior knowledge or approval of the building principal.
- 8. No school board member, administrator, teacher, or other employee shall use the personnel, facilities, resources, equipment, property, or funds of the district for personal financial gain or business activities.
 - 9. All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district; and the district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property. (Board Policy 4008)

Accidents and Injuries

Employees must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form, which is available from the office.

Purchase Orders and Supplies

All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization. Guidelines for purchasing have been established by the superintendent. (Board Policy 3004) If you are using a credit card to purchase items the receipt must have an **itemized listing** of all purchases plus the credit card transaction receipt. **A non-itemized credit card receipt alone is not sufficient.** (Board Policy 3036). If at all possible please use purchase orders rather than a credit card for purchasing.

Official Reports and Records

All staff members shall furnish the administration promptly with any information relating to their professional training, experience, activities, or work required for reports to county,

state, and federal officials or for official school records. Personal information will be treated confidentially by school officials.

Personnel Files

The district shall maintain a personnel file regarding each employee. All materials in a personnel file, except for employment references and information that was gathered in the process of assessing an applicant for hiring, shall be available to the employee for review within a reasonable period of time of the employee's request. Employees may inspect the contents of their personnel files only in the presence of an administrator or a person designated by the administration.

An employee may respond to any document(s) in his or her personnel file by submitting a written response to the person responsible for keeping the file, who shall attach the response to file copies of the disputed document.

No person other than school officials engaged in their professional duties shall be granted access to employees' personnel files, and the contents of such files shall not be divulged in any manner to any unauthorized person. An attorney acting on behalf of the board of education or administration is deemed to be a school official. (Board Policy 4007)

Expenses

The Board of Education will reimburse school employees for all **prior approved** expenses incurred in attending to school business. Reimbursement for mileage, supplies, and overnight travel are processed on a Reimbursement Expense form that is available from each office. Appropriate, itemized receipts must be attached. All claims for reimbursement must be approved by the administration.

Salary Payments

Regular employees will be paid by direct deposit on the 15th of the month, or the last preceding school day, if the 15th falls on a vacation or week-end day. Employees wishing to make changes to their direct deposit must notify the business office by the end of the month prior to payment of wages. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of an employee's employment, or upon fulfillment of the contract, the employee may, at the option of the Board, be paid all wages due in one lump sum. Reimbursements for mileage or other expenses will be considered separate from compensation.

Benefits

Teachers are provided benefits in accordance with the negotiated agreement. Classified employees are provided benefits according to Board Policy #4040. Employees shall make annual fringe benefit elections no later than August 23th of each school year. Should an employee fail to make an election, the employee election from the immediately preceding school and contract year shall be continued. Elections to the 125 benefit plan must be done annual and is not automatically extended.

Employees are to notify the business office **in writing** of any life changing events that could alter their health/dental coverage with the district **within 14 days of the event.**

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights will be provided to you through PayFlex Systems USA, Inc., 100 Blackstone Centre, Omaha, NE 68131, 1-800-284-4885, www.payflex.com.

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Payroll and Payroll Deductions

Salary/wages and benefits are paid in accordance with the individual employment contracts/work agreements. Payroll deductions shall be made in accordance with law and the negotiated agreement. The following deductions are as follows:

- Federal and State Withholding*
 - Social Security/Medicare Withholding*
 - State Retirement*
 - 125 Cafeteria Plan**
 - Approved Tax Sheltered 403(b) Plans**
 - Long Term Disability**
 - Health/Dental Insurance**
 - Additional Federal and State Withholding**
 - Limited Computer Use Withholding**
 - Vision**
 - Other
- * Mandatory ** Optional

Any payroll changes, bank accounts, etc need to be in writing and given to the business office by the end of the month prior to the next payroll date.

The district will deduct or withhold from each and every period of pay and amounts necessary to offset any damages caused by a staff member or the value of property or money entrusted to the staff member or owed by the staff member to the school district during the course of the staff member's employment, if such property or money have not properly been returned to the district.

Copyright

It is the policy of this school to encourage teachers to be creative and innovative. Therefore, a school administrator may enter into a written agreement with a teacher allowing the teacher to own a copyright in a written work created by the teacher in his or her scope of employment. The administrator and teacher shall only enter into such an agreement if the written work was created apart from, and in addition to, what the district requires and if the district will not incur an expense to replace the work. (Board Policy 4020)

Fair Use

The "fair use" doctrine allows for limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes of criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff members who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal.

Activity Tickets

All certified staff and their spouse are admitted to home and conference games free of charge and will receive a Lewis and Clark Conference Activity Pass.

All classified staff and their spouse will receive free admittance to the home games.

Tournaments and special games are not included on either pass and information will be posted at the gate if passes will not be allowed.

School Buildings and Equipment

School property is not to be lent to individuals except by the permission of the superintendent. (Board Policy 3014)

Employees or groups who wish to use school facilities should make the requests to the principal as early as possible so that they make be placed on the school calendar.

Employees must inform the building principal of any school property that needs repair. Matters regarding to custodial service in the building should be handled through the principal's office.

School Lunch Program

Staff may take advantage of meals offered through the district's food program. Staff may purchase lunches for the school cafeteria for \$2.95 per day and breakfast for \$1.15 per day. The lunch price includes one carton of milk. Extra cartons cost \$.30. **Staff members will not be allowed to charge lunches.**

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than during regular school hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the superintendent immediately.

Staff will be required to reimburse the district any costs to the district if rekeying the building is necessary due to lost or missing keys.

Employee Contact Information

Employees are required to keep the district informed of any changes to their name, address, phone number, or other contact information. Employees who need to report a change will do so at the business office **in writing.**

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Employees are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's email system. Each staff member must check his or her email account frequently throughout the school day. Staff is allowed to use their school email accounts for a moderate amount of personal email correspondence. However, the sending or receiving of personal email during the school day is prohibited, regardless of whether that personal email is received on the staff member's school email account or personal account.

Staff Internet and Computer Use

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff.

I. Staff Expectations in Use of the Internet

A. Acceptable Use

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose such as chat rooms or instant messaging. Social networking such as FaceBook, Pintrest, Teacher Pay Teacher, and Twitter are reserved for non-instructional time.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems, such as, but not limited to, Aimster and Freenet.
4. The only political advocacy allowed by staff shall be lobbying via e-mail on educational-related issues. Before engaging in this sort of activity, staff must obtain the consent of the superintendent or designee.
5. Staff shall not publish web pages without the written approval of the administration. Any web page published by staff members must be linked to the district's web site. Staff are cautioned that publication of student work or personality-identifiable student information on the Internet may violate the

Federal Education Records Privacy Act. They must obtain the written consent of the superintendent or designee prior to posting any student-related information on the Internet.

6. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing. (Board Policy 4012)

Use of Cell Phones

Employees shall not use personal cell phones for any non-school purpose during instructional time.

Handling of Money

Funds collected by district employees and by student treasurers shall be handled with prudent business procedures. All funds collected shall be receipted and accounted for and directed without delay to the proper depository. Funds exceeding \$250.00 shall not be left overnight in school buildings, except in safes provided for the safekeeping of valuables. (Board Policy 3002)

Receipt of Money

- All receipts shall be counted on the date they are received.

- Two or more persons shall count the receipts, record the amount collected on a receipts form, initial it, and give it to the main office. **Cash/check envelopes will be provided.**
- The monies will then be sealed in an envelope or locked in a money bag and deposited directly at the district's depository institution. If the district's bank is not open or inaccessible, the envelope/money bag may be locked in the district's safe until it can be delivered to the bank. (Board Policy 3006)
- **Purpose of this is to prevent staff liability for lost funds and to protect student integrity.**

Staff Dress and Appearance

The attire worn by staff members conveys an important image to students and the general public.

Certified staff, paraeducators and office staff should generally dress in business casual attire.

Classroom staff may not wear the following types of clothing during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:

- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices.
- Any clothing which is immodest and may distract other employees or students in the learning environment.

The superintendent may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days").

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community. To help meet that end, jeans of any color may not be worn except on "dress down" days as directed by the superintendent.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Staff may not wear visible body piercing jewelry, including tongue adornment, while at school or during a school function on or off school premises. This prohibition applies to all parts of the body other than the ear. (Board Policy 4041)

Sexual Harassment

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by and of employees and students is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication to a supervisor, principal, the superintendent of schools, or a board of education member with whom he or she feels comfortable in reporting the issue.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments as an employee, or status as a student.

Sexual harassment of one student by another student or students is addressed in a separate policy. (Board Policy 4014)

Bullying Prohibited

The district endeavors to provide students with a learning environment free of harassment or bullying. All staff members should be attentive to the indications of potential bullying of students, staff, or anyone else within the school community and should act in response to them.

Professional Boundaries

School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students. They may be friendly with students, but they are the students' teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees' conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, **Instagram**, Twitter and Facebook, **etc**. The posting or publication of messages or pictures or other images that diminish an employee's professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Unless an employee has a legitimate educational purpose, the following behavior is a violation of the professional boundaries that employees are expected to maintain with students. The following list is intended to illustrate inappropriate behavior involving students but not to describe every kind of prohibited behavior.

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Displaying sexually inappropriate material or objects.
- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a romantic nature.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Communicating electronically (e.g. by e-mail, text messaging, or instant messaging) on a matter that does not pertain to a school matter.
- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.

- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- Going to a student's home when the student's parent or a proper chaperone is not present.

A violation of the standards set out above will form the basis for discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education. (Board Policy 4043)

Communication Between Board and District Employees

Employees should submit communications or reports regarding the district to their immediate supervisor, then the superintendent, and only then to the board. They have the same right to communicate with the board about matters of public concern as other patrons of the district, but must follow the chain of command before communicating about employment-related issues. The chain of command chart is listed below:

Student Discipline:	1. Classroom Teacher 2. Principal/Assistant Principal 3. Superintendent
Instruction or Curriculum:	1. Teacher 2. Principal/Curriculum Director 3. Superintendent
Transportation:	1. Bus Driver 2. Principal/Assistant Principal 3. Superintendent
Facilities, Grounds, or Maintenance:	1. Custodial staff 2. Head custodian 3. Principal 4. Superintendent
Policy or Handbook:	1. Principal 2. Superintendent
Athletics:	1. Coach 2. Athletic/Activities Director 3. Principal 4. Superintendent

If any matter that is not covered by this policy or if other questions arise, the matter should be referred to the Building Principal in the absence of the superintendent. The Building Principal will either address the matter or assign it to another individual for resolution as he or she deems appropriate.

Absent extraordinary circumstances, each matter must be addressed at whatever level the initial action occurred. If the matter is not resolved, the individual may raise it with the next person on the chain of command. This policy does not supersede any individual's right to contact Board members directly. However, whenever a matter is brought directly to the Board as a whole or to a Board member as an individual, it will be referred to the appropriate individual in the chain of command for study and resolution. The most effective means of initial communication is a personal conference, e-mail, or telephone conversation. E-mail addresses and phone numbers can be found on the school district's website at www.wakefieldschools.org. (Policy 3035)

When appropriate, the superintendent shall inform employees of official board policies, directives, actions and concerns. (Board Policy 4005)

Safety Education

Maintaining a safe school environment is everyone's responsibility. All employees are expected to participate in district and school safety activities. All full time and part-time employees are expected to participate and complete all safety education activities no later than **thirty days after being assigned**.

Use of Tobacco Products

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time. (Policy 3018)

Inclement Weather

The administration will be using Blackboard Connect 5, the school website, local TV and Radio stations when cancelling school.

Unless the superintendent directs otherwise, the following personnel shall report to work when school is canceled because of inclement weather: the superintendent, principals, secretaries, and custodians/maintenance staff.

If school is canceled during the day because of inclement weather, classified and certified personnel not listed above may be released after students have been excused. Classified and certified personnel who miss work due to inclement weather when school is in session will not be paid for time missed unless a personal day is used. (Board Policy 4010)

Policies and Procedures Regarding Certified Staff

School Day

All certified staff must be at school or on duty between the hours of 8:00 am and 4:00 pm, Monday through Thursday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these hours. **Staff leaving the building during the duty day must notify the office prior to leaving and when they return.** In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or directing an event under the direct sponsorship of the school.

Outside doors will be locked at 8:20a.m. and will reopen at 3:30p.m. Entry will be allowed via camera/electronic key system at the office.

Each teacher will be in his or her classroom and ready to teach by 8:00 am each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classroom at all times during class periods and conference periods.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff members are required to be present at all faculty meetings unless excused by the administration.

Lesson Plans

Each teacher will prepare lesson plans for the following week electronically. These plans must be completed and submitted electronically to the building principal no later than 8:00 am, the first day of the week.

Other regulations relative to lesson plans will be made by individual building principals. The lesson plans are subject to review of the building principal or other members of the school district's administrative staff.

Attendance and Grades

Every teacher is required to keep a complete record of attendance and achievement of every student in a class on Power Teacher. This record shall be kept current and include the following minimum information:

1. Names of students enrolled in the class

2. Recording of students' absence/tardy in each class period
3. Report of all grades for each student. There is no minimum requirement for the frequency of recorded grades (or for the giving of written lessons or assessments). Be sure that frequent assessments are sufficient to justify the term and final grades which are reported to parents. Procedures and grading expectations will be established by the Principal.

Information relating to other students should not be allowed to be seen by other students or parents.

Teacher Absences

Leave requests must be entered electronically in Attendance Enterprise and **approved prior** to being absent unless you call in due to illness. Please put the reason, ex. Dr. appt, sick child, Aunt's funeral, Autism conference, etc. as this will be entered into your leave history. Also depending on the relationship of a person's funeral, sick days may also be an option for certified staff if it fits the criteria as stated in the Negotiated Agreement.

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Wakefield School Board and the Wakefield Education Association. This handbook sets forth the process for using that leave.

Sick Leave - Certified Staff who are too ill to perform their teaching duties must contact their building principal or designee by 6:30 am.

Personal Leave - Certified Staff who wish to take personal leave must submit a leave request online to their building principal at least three days in advance whenever possible. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. No more than **three certified staff** will be allowed to use personal leave the same day, selected on a first-come-first served basis.

Professional Leave - The board and administration recognize the value of continuing education and encourage staff to participate in seminars, workshops, and other activities which will continue their professional growth. Certified staff who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event. Building principals may deny requests for professional leave if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district or if the services of a qualified substitute cannot be secured.

Substitute Folder – Each teacher shall prepare a substitute folder and keep the completed folder in a convenient location on or in his or her desk. The folder must contain the following:

1. Current seating charts
2. The daily routine followed by each class
3. All schedules (fire drill procedures, lunch schedule, etc.)
4. A copy of this handbook
5. Plans for the day if the teacher's absence was planned. These plans are in addition to the teacher's regular lesson plan book.

Certified staff member may not make arrangements for their own substitute without prior approval from the administration.

Classroom and School Procedures

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

1. Bulletin Boards

Each teacher shall be responsible for completing an appropriate bulletin board regarding curriculum related matters in their primary classroom.

2. Textbook and Room Inventory

All school purchased materials must be inventoried with the business office/Principal. Textbooks are to be numbered and the name of the student whom the book is assigned should be recorded. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.

3. Use of Paraprofessionals

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the paraprofessional in a supportive role. Paraprofessionals may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraprofessionals are to work only on their assigned work days and within their assigned work day. If the teacher desires the para to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

4. Use of Student Aides

Student aides are to be directly supervised by the teacher and are not to leave the building. Student aides are NOT to be used to assist the teacher by helping supervise another student, grade tests, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

5. Student Activities

Staff members who sponsor extra-curricular activities such as athletics, class plays, and class activities may only leave the school building after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to an individual student remains the property of the school. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over.

Classroom Management and Student Discipline

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers should have a well defined discipline plan that is known to the students. Rules should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Parent-Teacher Communication

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school. (Board Policy 5019)

Student Assemblies

Certified Staff members will be given prior notice of school assemblies, including pertinent and specific instructions. Classroom teachers must accompany their students to the assembly, sit with them, and supervise their behavior for the entire assembly program.

Use of Physical Force

Corporal punishment, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable, and most of it is appropriate. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property. (Board Policy 4018)

Homework Policy

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

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

District Grading Policy

The school will report student grades and/or academic progress to parents at least four times per year. The superintendent or his/her designee shall develop and implement student grading guidelines to be used by teachers. The objective of grading guidelines shall be to quantify and report the academic achievement of each student.

A student’s academic grade shall not be reduced because of disciplinary reasons. This policy shall not apply when a student’s grade is reduced because of work the student missed because of an unexcused absence, during a suspension or dismissal period. (Board Policy 6018) A maximum 3-day time frame upon return will be allowed for make-up work.

Evaluation of Certificated Employees

The certified employee is the key element of successful instruction. Every certified employee should be capable of improving his or her performance, and the administration is responsible for evaluating certified employees in order to assist them in achieving a high quality of teaching.

A certified administrator will observe and evaluate each probationary certified employee for a full instructional period once each semester and each tenured certified employee for a full instructional period once each school year. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period - For certified employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation - Actual classroom observation consists of observing the certified employee in any activities in a classroom setting. When a certified employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certified employee performing activities that are typical of his or her position. (Board Policy 4030)

Teachers' Rights, Responsibilities, and Duties

All certificated employees shall assume the duties and responsibilities assigned by the superintendent or designee. Teachers' professional responsibilities involve considerably more than merely classroom instruction. They include, but are not limited to, study and research to keep abreast of new knowledge and instructional techniques; assessment of students' work; record-keeping; lesson planning and preparation; conferences with students, parents and administrators; in-service meetings; and supervision of pupils outside the classroom.

Teachers must be in their classrooms or assigned areas as instructed by the building principal. All duty time is necessary for educational planning, preparation, and conferences with students, parents and faculty members.

All teachers must maintain a standard of dress, personal appearance, general decorum, moral standards and behavior that reflects their professional status in the community. (Board Policy 4024)

Professional Ethics

The Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education, are the minimum standards for all certificated staff members of the school district. All certified employees are responsible for reading, understanding and complying with these standards. (Board Policy 4040)

Professional Growth

Every six years, permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity. (Board Policy 4032)

Certification

All educators must be duly certified by the Nebraska Department of Education in accordance with the Department's rules and the laws of Nebraska. They must file copies of their teaching certificates, including endorsements, with the superintendent of schools, and must promptly file any changes in certification or endorsements. Certified employees are required to maintain all their endorsements, and may not permit any endorsement to lapse or remove it from their certificates. The board or superintendent may require a certified

employee to obtain a new endorsement when it is deemed necessary for the benefit of the school district and/or to comply with federal or state requirements. (Board Policy 4022)

Policies and Procedures Regarding Classified Staff

Hours

Hours will vary with the employee's department and position. Generally a full-time employee is expected to work eight hours per day. Some employees will occasionally be asked to attend meetings before or after normal working hours. Employees will be paid for these meetings.

Classified staff leaving the building during the duty day must notify the building office prior to leaving and upon returning.

It is vital that the district's employees arrive at work punctually and consistently. Employees who are chronically late or excessively absent will be disciplined, up to and including discharge.

Paid Vacations and Holidays

Each position listed below shall be hired by the superintendent on the terms stated.

12 Month Employees – Maintenance, Custodian, Business Manager, Head Cook/Custodial, Secondary Principal's Secretary, Transportation Director

Employed on a 12-month basis

Provided appropriate level of full coverage insurance

Allowed two weeks paid vacation after 1 full school term of employment; one additional day is added for each year after 5 years of service up to 15 days maximum.

Vacation is awarded when an average of 38 hours per week is reached annually.

Allowed 7 days of sick leave per year, cumulative to 40 days

Paid holidays to include Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Memorial Day and the Fourth of July.

Two Personal Days, Two Bereavement Days, One Professional Day

While working for the lunch program the head cook's salary will be paid for out of the Lunch Fund

9 1/2 Month Employee – Elementary Principal's Secretary, Full-time Paraeducators, Cooks, Dishwasher

Employed on a 9 1/2 -month basis

Provided appropriate level of full single coverage insurance

Allowed 5 days of sick leave per year, cumulative to 40 days

Paid holidays to include Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, and Good Friday.

Memorial Day will also be considered a paid holiday if school is in session.

Two Personal Days, Two Bereavement Days, One Professional Day

While working for the lunch program the cooks and dishwasher salary will be paid for out of the Lunch Fund

Half-time Employees –Paraeducators, Migrant Liaison and Custodian

Provided appropriate level of full single coverage insurance

Allowed 3 days of sick leave per year, cumulative to 40 days

Paid holidays to include Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, and Good Friday

Memorial Day will also be considered a paid holiday if school is in session.

One Personal Day, One Bereavement Day, One Professional Day

Bus Drivers

Allowed 4 routes of leave per year

Physical Exam

Any non-certified school employees who are required to do so by law must have a yearly physical examination.

Required physical exams will be paid for by the district and a written notice given to the superintendent previous to September 1 of the ensuing year.

The physical from a doctor may be specified by the board on a proper form to be provided by the superintendent.

If the employee wishes to go to a doctor other than the one specified by the board, the expenses will not be borne by the district.

Summer Workshops for Food Handlers

Those employed to handle and prepare food for the Hot Lunch Program are asked to attend the school provided by the State Department of Food Services.

All costs of the school and registration fees will be paid by the board of education. Transportation will be provided.

Non-Certified Substitute Pay

A substitute for a non-certified staff member will be paid on an hourly rate range set by the board.

Other Provisions Applicable to All Classified Staff Rate of Pay

All classified staff shall be paid an hourly rate with the exception of the Business Manager and Head of Maintenance.

Classified employees who work more than 40 hours in a workweek shall receive 1½ times their regular hourly rate for each hour over 40 worked.

Other Provisions Applicable to all Classified Staff

In an effort to secure the best qualified applicants, the superintendent may be allowed to negotiate certain items. (Board Policy 4040)

Timecards

Please be sure to punch in and out on the computer. If the computer is down please complete a "Time Adjustment Sheet" with the date, times and log in number and have it approved by your building principal/supervisor and turn it in to your respective office.

Employees are expected to punch in or out within 5 minutes of their scheduled work hours. If you leave the building for anything other than school business you must punch out and punch in upon your return. (Example: Going home for lunch).

Overtime

All classified employees must keep an accurate record of all hours worked for the district. The only exceptions to this rule are classified employees who are exempt from time-keeping. Employees should not work more than forty hours in a given week without the express permission of their immediate supervisor. Employees who accrue more than forty hours in a given week will receive overtime pursuant to federal law.

Leave Requests

All classified employees must enter leave requests and have **prior approval** from their building principal or superintendent before taking leave except in the case of calling in the same day due to illness. Please state the reason you will be gone when entering your leave request as this will be entered into your leave history.

Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (ANAPHYLAXIS)

School employees will comply with the requirements of "Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)". The district shall procure and maintain the equipment and medication necessary to implement the protocol.

The superintendent shall obtain the required signature(s) of one or more physicians licensed to practice medicine in Nebraska on the form entitled "Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" ("Protocol").

The school nurse has trained staff in both buildings in the correct protocol to administer aide to anyone who has systemic allergic reactions or life threatening asthma attack. Please contact them if you know of someone who needs assistance.

School Nurse: Angie Borg - Ext. 154

Elementary: Lynette Haisch – Ext. 117
Cathy Hoffart – Ext. 105
Megan Nixon – Ext. 119

High School: Iris Borg – Ext. 216
Shannon Carroll – Ext. 217

Appendix A - Negotiated Agreement

Handed out separately to the certified staff

Appendix B – Certificated Employee Evaluation Form

WAKEFIELD COMMUNITY SCHOOL OBSERVATION RECORD

Date of Observation _____ Certificated Employee _____

Time _____ Class Observed _____

OBSERVATIONS:

COMMENTS:

Strengths:

Deficiencies:

Means for correction of the deficiencies:

Timeline:

WRITTEN CERTIFICATED EMPLOYEE RESPONSE TO THE EVALUATION:

Certificated Employee Member

Evaluator

Date

Evaluation Criteria

Instructional Performance		
Instructional Skill: The certificated employee demonstrates, in his or her performance, a competent level of knowledge and skills in designing and conducting instructional experience.		
Indicators:	Meeting District Standards	Not Meeting District Standards
Identifies the learning needs of individual students		
Establishes learning objectives consistent with needs and goals		
Plans and implements a variety of instructional experiences appropriate to specified learning objectives		
Evaluates pupil achievement of learning objectives		
Works toward the implementation and successful completion of school district goals		
Pertinent Comments: 		

Interest in Teaching Pupils: The certificated employee demonstrates an understanding of and commitment to each pupil, taking into account each individual's unique background and characteristics. The certificated-employee demonstrates enthusiasm for, or enjoyment in working with pupils.

Indicators:	Meeting District Standards	Not Meeting District Standards
Identifies learning style of each student and structures appropriate instruction		
Seeks to maintain an increase in the enthusiasm of the students for their studies.		

Pertinent Comments:

Knowledge of Subject Matter. The certificated employee demonstrates a depth and breadth of knowledge of theory and content in general education and subject matter specialization(s) appropriate to elementary and/or secondary level(s).

Indicators:	Meeting District Standards	Not Meeting District Standards
Demonstrates a depth of knowledge in the subject matter area.		
Recognizes the relationship between one's subject matter field and the total educational program.		

Pertinent Comments:

Classroom Organization and Management		
Classroom Management: The certificated employee demonstrates, in his or her performance a competent level of knowledge and skill in organizing the physical and human elements in the educational setting.		
Indicators:	Meeting District Standards	Not Meeting District Standards
Utilizes instructional materials and media appropriate to the pupils, subject matter and learning objectives.		
Organizes the physical setting so that it contributes to learning		
Utilizes community resources		
Organizes individual, small group and large group learning experiences as appropriate to the pupils and subject matter		
Promotes a classroom climate conducive to student learning		
Encourages students to assume responsibilities for classroom management		
Pertinent Comments:		

Handling of Student Discipline and Attendance Problems: The certificated employee demonstrates the ability to manage the non-instructional, human dynamics in the educational setting.

Indicators:	Meeting District Standards	Not Meeting District Standards
Recognizes conditions which may lead to disciplinary problems		
Establishes clear parameters for student "in-classroom" conduct and makes known these expectations		
Develops appropriate strategies for preventing disciplinary problems		
Responds appropriately to disciplinary problems when they do occur		
Resolves discipline problems in accordance with law, school board policy and administrative regulations and policies		
Assists students toward self-discipline and acceptable standards of student behavior		
Pertinent Comments:		

Professional Conduct		
Professional Preparation and Commitment: The certificated employee demonstrates, in his or her performance, a competent level of knowledge and skill in organizing the physical and human elements in the educational setting.		
Indicators:	Meeting District Standards	Not Meeting District Standards
Keeps abreast of new developments, ideas, and events in the subject matter areas		
Demonstrates a commitment to school and professional activities and attendance at local, district, and state meetings, consortium activities, participation on special committees, etc.		
Demonstrates a commitment to the profession and its code of ethics		
Pertinent Comments:		

Community School Relations: The certificated employee demonstrates an awareness of the importance of maintaining positive relations between the schools and the community they serve.		
Indicators:	Meeting District Standards	Not Meeting District Standards
Is professional in all contacts with students, parents and community.		
Strives to communicate his or her program and/or the total school program in a creditable fashion.		
Pertinent Comments:		

Personal Conduct		
Personal Qualities: The certificated employee exhibits personal qualities and values which are conducive to a positive educational setting.		
Indicators:	Meeting District Standards	Not Meeting District Standards
Appropriate dress		
Uses voice effectively		
Displays tact		
Displays tolerance and open mindedness		
Responds appropriately to constructive criticism		
Is patient		
Is punctual		
Displays self-control in emotional situations		
Communicates effectively with students and parents		
Displays a sense of humor		
Pertinent Comments:		

Certificated Staff Relationships. The certificated employee contributes to improved employee relationships by exhibiting professional behavioral qualities.		
Indicators:	Meeting District Standards	Not Meeting District Standards
Assumes his or her share of responsibilities		
Uses discretion when speaking of school or colleagues		
Observes "channels" when speaking on matters affecting welfare of the school and staff		
Shows a willingness to share ideas and techniques		
Is professional in all contacts with colleagues		

Pertinent Comments:

Staff Comments:

Conference Summary:

Certificated Employee Signature _____ Date _____

Evaluator's Signature _____ Date _____

Appendix C - Federal and State Employment Forms

Appendix D – School Calendar
In your folder as a single page

Acknowledgement of Receipt

This signed receipt acknowledges receipt of the 2014-2015 Employee Handbook of Wakefield Community School which includes:

My authorization for the district to deduct or withhold from my pay amounts necessary to offset any damages I cause to district property or the value of property or money entrusted to me or owed by me to the district during the course of my employment due to undue negligence.

I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook. I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

If I have any questions about any provision, I should confer with my supervisor or building principal.

Signature

Date

Listed below are the school keys that are in my possession. (Example - D3)