

Board of Education Regular Meeting  
Monday, July 8, 2019 5:00 PM  
Jr-Sr High School Library - Room 202  
611 West 7th Street  
Wayne, Nebraska 68787

- I. Call the Meeting to Order
  - I.a. Pledge of Allegiance
  - I.b. Announce Open Meeting Act Posting and Location - Wayne Community Schools, Wayne Public Library, Wayne Post Office, and online: [www.wayneschools.org](http://www.wayneschools.org)
  - I.c. Action on Absence and Roll Call
  - I.d. Approval of Agenda - The Board may enter Executive Session to discuss any matter for which Executive Session is lawful and appropriate.
  - I.e. Consent Agenda
    - I.e.I. Approval of Minutes of Previous Meetings
    - I.e.II. Approval of Financial Reports and Claims
  - I.f. Personnel
- II. Communications from the Public (Policy 8346) and Requested Presentations
- III. Annual Hearing and Review of Policies
  - III.a. Policy 5415 - Anti-Bullying
  - III.b. Policy 5416 - Student Fees
  - III.c. Policy 5418 - Homeless
  - III.d. Policy 6400 - Parental Involvement
  - III.e. Policy 6600 - Improving Learning for Children with Disabilities (ILCD)
- IV. Action Items
  - IV.a. Old Business

IV.a.I. Second Reading of 2019-20 Jr/Sr High School Handbook - Discuss, Consider, and Take Action on Second Reading of 2019-20 Jr/Sr High School Handbook

IV.a.II. Second Reading of 2019-20 Elementary Handbook - Discuss, Consider, and Take Action on Second Reading of 2019-20 Elementary Handbook

IV.b. New Business

IV.b.I. Policy 2101 - Acknowledgement of Superintendent as CEO of District - Discuss, Consider, and Take Action on Policy 2101 - Acknowledgement of Superintendent as CEO of District

IV.b.II. First Reading of Policy Updates:

Policy 1120: Community Relations - Tobacco Policy

Policy 3130: Business Operations - Purchasing Policies

Policy 3131: Business Operations - Procurement Plan - School Food Authorities

Policy 4033: Personnel - All Employees - Wage Information

Policy 5001: Students - Admission Requirements

Policy 5012: Students - Military Recruiters

Policy 5101: Students - Student Discipline

Policy 5103: Students - Extracurricular Activity

Policy 5104: Students - Drug and Substance Use and Prevention

Policy 6211: Instruction - Curriculum - Assessments

Policy 6410: Instruction - Combined District and School Title I Parent and Family Engagement Policy

Policy 8151: Internal Board Policies - Standing Committees

Policy 8153: Internal Board Policies - Standing Committee on American Civics

IV.b.III. First Reading of 2019-20 Teacher Handbook - Discuss, Consider, and Take Action on First Reading of 2019-20 Teacher Handbook

IV.b.IV. First Reading of Non-Certified Staff Handbook - Discuss, Consider, and Take Action on First Reading of Non-Certified Staff Handbook

IV.b.V. 2019-20 NRCSA Membership - Discuss, Consider, and Take Action on 2019-20 NRCSA Membership

V. Administration and Board Committee Reports:

V.a. Administration - Written reports were provided by Administration. Copies of their reports are available at the District Office upon request.

V.a.I. Superintendent

V.a.I.1. Budget Update

V.a.I.2. HVAC Project and Facility Update

- V.a.I.3. EMC Dividend
- V.a.I.4. Accreditation Update
- V.a.I.5. Opening School Year Schedule

V.a.II. High School Principal

- V.a.III. Special Education/Early Learning Center Director

- V.a.IV. Elementary Principal

- V.a.V. Junior High Principal/Athletic Director

V.b. Board Committees

- V.b.I. Foundation and Community Relations - Jaime Manz, Sylvia Ruhl, Justin Davis, Mark Lenihan, Dennis Dolliver, Brandon Foote

- V.b.II. Curriculum and Committee on American Civics - Wendy Consoli, Jaime Manz, Sylvia Ruhl, Mark Lenihan, Misty Bear

- V.b.III. Facility/Safety/Finance - Lynn Junck, Jodi Pulfer, Justin Davis, Mark Lenihan, Russ Plager, Rochelle Nelson, Jordan Widner

- V.b.IV. Policy/Title IX - Wendy Consoli, Jaime Manz, Jodi Pulfer, Mark Lenihan, Russ Plager, Tucker Hight

- V.b.V. Negotiations - Wendy Consoli, Lynn Junck, Justin Davis, Mark Lenihan

- V.b.VI. Legislative - Jodi Pulfer, Lynn Junck, Sylvia Ruhl, Mark Lenihan

VI. Boardsmanship

- VII. Future Agenda Items:  
Second Reading of Policy Updates  
Second Reading of 2019-20 Teacher Handbook  
Second Reading of Non-Certified Staff Handbook

VIII. Executive Session (If Needed)

IX. Action Taken from Executive Session (If Needed)

X. Adjournment

**Wayne Community Schools  
Board of Education Regular Meeting Minutes  
Monday, June 10, 2019**

The regular meeting of the Wayne Board of Education was held at 611 West 7th Street, Wayne, NE, 68787, on Monday, June 10, 2019, at 5:00 PM. Notice of the meeting and place of agenda was posted at the Wayne High School, Wayne Elementary School, Early Learning Center, Wayne Post Office, Wayne Public Library, and online: [www.wayneschools.org](http://www.wayneschools.org). A copy of the Nebraska Open Meetings Act was displayed for the public to read.

|                     |         |
|---------------------|---------|
| Mrs. Wendy Consoli: | Present |
| Mr. Justin Davis:   | Present |
| Mr. Lynn Junck:     | Present |
| Mrs. Jaime Manz:    | Present |
| Dr. Jodi Pulfer:    | Present |
| Mrs. Sylvia Ruhl:   | Present |

I. Call the Meeting to Order

Discussion: The meeting was called to order at 5:00 p.m.

I.a. Pledge of Allegiance

I.b. Announce Open Meeting Act Posting and Location - Wayne Community Schools, Wayne Public Library, Wayne Post Office, and online: [www.wayneschools.org](http://www.wayneschools.org)

I.c. Action on Absence and Roll Call

I.d. Approval of Agenda - The Board may enter Executive Session to discuss any matter for which Executive Session is lawful and appropriate.

Motion to approve agenda, as presented, passed with a motion by Mr. Justin Davis and a second by Dr. Jodi Pulfer. Motion carried with six yes votes.

|                     |     |
|---------------------|-----|
| Mrs. Wendy Consoli: | Yes |
| Mr. Justin Davis:   | Yes |
| Mr. Lynn Junck:     | Yes |
| Mrs. Jaime Manz:    | Yes |
| Dr. Jodi Pulfer:    | Yes |
| Mrs. Sylvia Ruhl:   | Yes |

### I.e. Consent Agenda

Motion to approve consent agenda, as presented, passed with a motion by Mrs. Sylvia Ruhl and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

|                     |     |
|---------------------|-----|
| Mrs. Wendy Consoli: | Yes |
| Mr. Justin Davis:   | Yes |
| Mr. Lynn Junck:     | Yes |
| Mrs. Jaime Manz:    | Yes |
| Dr. Jodi Pulfer:    | Yes |
| Mrs. Sylvia Ruhl:   | Yes |

### Ie.I. Approval of Minutes of Previous Meetings

### I.e.II. Approval of Financial Reports and Claims

### I.f. Personnel

Discussion: No report.

### II. Communications from the Public (Policy 8346) and Requested Presentations

Discussion: Mr. Roger Brandt addressed the Board on finance concerns.

### III. Action Items

### III.a. Old Business

### III.a.I. Second Reading of Policy Updates:

Policy 1300 - Community Relations: Fundraising Activities - Discuss, Consider, and Take Action on Policy 1300 - Community Relations: Fundraising Activities

Motion to approve the Second Reading of Policy 1300 - Community Relations: Fundraising Activities passed with a motion by Mrs. Sylvia Ruhl and a second by Dr. Jodi Pulfer. Motion carried with six yes votes.

|                     |     |
|---------------------|-----|
| Mrs. Wendy Consoli: | Yes |
| Mr. Justin Davis:   | Yes |
| Mr. Lynn Junck:     | Yes |
| Mrs. Jaime Manz:    | Yes |
| Dr. Jodi Pulfer:    | Yes |
| Mrs. Sylvia Ruhl:   | Yes |

Discussion: Dr. Lenihan discussed the changes made from last meeting. The Board approved the Second Reading of Policy 1300 - Community Relations: Fundraising Activities.

III.a.II. Second Reading of Policy Updates:

Policy 3571 - Business Operation: Meal Charge Policy - Discuss, Consider, and Take Action on Second Reading of Policy 3571 - Business Operation: Meal Charge Policy

Motion to approve the second reading of Policy 3571 - Business Operation: Meal Charge Policy passed with a motion by Mr. Justin Davis and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

|                     |     |
|---------------------|-----|
| Mrs. Wendy Consoli: | Yes |
| Mr. Justin Davis:   | Yes |
| Mr. Lynn Junck:     | Yes |
| Mrs. Jaime Manz:    | Yes |
| Dr. Jodi Pulfer:    | Yes |
| Mrs. Sylvia Ruhl:   | Yes |

Discussion: The Board approved the Second Reading of Policy 3571 - Business Operation: Meal Charge Policy. It is stated in the policy update that if a student's lunch balance reaches a negative \$25.00, the student will not be allowed to eat school lunch until the balance is resolved.

III.b. New Business

III.b.I. First Reading of 2019-20 Jr/Sr High School Handbook - Discuss, Consider, and Take Action on First Reading of 2019-20 Jr/Sr High School Handbook

Motion to approve the First Reading of 2019-20 Jr/Sr High School Handbook passed with a motion by Dr. Jodi Pulfer and a second by Mrs. Sylvia Ruhl. Motion carried with six yes votes.

|                     |     |
|---------------------|-----|
| Mrs. Wendy Consoli: | Yes |
| Mr. Justin Davis:   | Yes |
| Mr. Lynn Junck:     | Yes |
| Mrs. Jaime Manz:    | Yes |
| Dr. Jodi Pulfer:    | Yes |
| Mrs. Sylvia Ruhl:   | Yes |

Discussion: Dr. Lenihan and Mr. Hight discussed the changes for the 2019-20 Jr/Sr High School handbook. Student Planners will have the needed signature sheets. Policy updates will be added for Second Reading in July.

III.b.II. First Reading of 2019-20 Elementary Handbook - Discuss, Consider, and Take Action on First Reading of 2019-20 Elementary Handbook

Motion to approve the First Reading of 2019-20 Elementary Handbook passed with a motion by Mrs. Jaime Manz and a second by Mr. Justin Davis. Motion carried with six yes votes.

|                     |     |
|---------------------|-----|
| Mrs. Wendy Consoli: | Yes |
| Mr. Justin Davis:   | Yes |
| Mr. Lynn Junck:     | Yes |
| Mrs. Jaime Manz:    | Yes |
| Dr. Jodi Pulfer:    | Yes |
| Mrs. Sylvia Ruhl:   | Yes |

Discussion: Mr. Plager discussed that the Elementary Handbook aligns well with policy. It is also consistent with the Jr/Sr Handbook. Policy updates will be added for Second Reading in July.

### III.b.III. Elementary Technology Purchase - Discuss, Consider, and Take Action on Elementary Technology Purchase

Motion to approve the quote from Sterling for \$27,069.26 for elementary chrome books and accessories passed with a motion by Mr. Lynn Junck and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

|                     |     |
|---------------------|-----|
| Mrs. Wendy Consoli: | Yes |
| Mr. Justin Davis:   | Yes |
| Mr. Lynn Junck:     | Yes |
| Mrs. Jaime Manz:    | Yes |
| Dr. Jodi Pulfer:    | Yes |
| Mrs. Sylvia Ruhl:   | Yes |

Discussion: The Board approved the purchase of one Chromebook cart and eighty-two Chromebooks for the Elementary School.

### III.b.IV. Math Curriculum Software - Discuss, Consider, and Take Action on Math Curriculum Software

Motion to approve the quote for a three-year subscription to IXL Learning, for \$9,945 for supplemental Math curriculum resources, passed with a motion by Mrs. Sylvia Ruhl and a second by Dr. Jodi Pulfer. Motion carried with six yes votes.

|                     |     |
|---------------------|-----|
| Mrs. Wendy Consoli: | Yes |
| Mr. Justin Davis:   | Yes |
| Mr. Lynn Junck:     | Yes |
| Mrs. Jaime Manz:    | Yes |
| Dr. Jodi Pulfer:    | Yes |
| Mrs. Sylvia Ruhl:   | Yes |

Discussion: The Board approved the purchase of the math curriculum software from IXL Learning. This will be used as a supplement to the text books already being used.

### III.b.V. Audit Contract - Discuss, Consider, and Take Action on Audit Contract

Motion to approve a three-year engagement with Dana F. Cole & Company, for \$11,000 per year for auditing services, passed with a motion by Dr. Jodi Pulfer and a second by Mr. Justin Davis. Motion carried with six yes votes. Motion carried with six yes votes.

|                     |     |
|---------------------|-----|
| Mrs. Wendy Consoli: | Yes |
| Mr. Justin Davis:   | Yes |
| Mr. Lynn Junck:     | Yes |
| Mrs. Jaime Manz:    | Yes |
| Dr. Jodi Pulfer:    | Yes |
| Mrs. Sylvia Ruhl:   | Yes |

Discussion: The Board approved the three-year engagement with Dana F. Cole & Company for \$11,000 per year for auditing services.

### III.b.VI. First Reading of WCS Board/Superintendent Goal 2 - Discuss, Consider, and Take Action on First Reading of WCS Board/Superintendent Goal 2

Motion to approve the First Reading of WCS Board/Superintendent Goal 2 - Facilities and Finance passed with a motion by Mr. Justin Davis and a second by Dr. Jodi Pulfer. Motion carried with six yes votes.

|                     |     |
|---------------------|-----|
| Mrs. Wendy Consoli: | Yes |
| Mr. Justin Davis:   | Yes |
| Mr. Lynn Junck:     | Yes |
| Mrs. Jaime Manz:    | Yes |
| Dr. Jodi Pulfer:    | Yes |
| Mrs. Sylvia Ruhl:   | Yes |

Discussion: The Board approved the First Reading of WCS Board/Superintendent Goal 2 - Facilities and Finance.

### III.b.VII. 2019-20 Milk Prices - Discuss, Consider, and Take Action on 2019-20 Milk Prices

Motion to approve the quote from Dean Foods North Central, LLC for milk for the 2019-20 school year passed with a motion by Mr. Lynn Junck and a second by Dr. Jodi Pulfer. Motion carried with six yes votes.



Mrs. Wendy Consoli: Yes  
Mr. Justin Davis: Yes  
Mr. Lynn Junck: Yes  
Mrs. Jaime Manz: Yes  
Dr. Jodi Pulfer: Yes  
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the milk bid from Dean's Foods.

#### IV. Administration and Board Committee Reports:

IV.a. Administration - Written reports were provided by Administration. Copies of their reports are available at the District Office upon request.

##### IV.a.I. Superintendent

###### IV.a.I.1. Legislative Update

Discussion: Dr. Lenihan discussed policy updates from Perry Law Firm.

###### IV.a.I.2. Budget Update

Discussion: Dr. Lenihan discussed the budget updates with the Board.

##### IV.a.II. High School Principal

Discussion: No report.

##### IV.a.III. Special Education/Early Learning Center Director

Discussion: No report.

##### IV.a.IV. Elementary Principal

Discussion: No report.

##### IV.a.V. Junior High Principal/Athletic Director

Discussion: No report.

#### IV.b. Board Committees

IV.b.I. Foundation and Community Relations - Jaime Manz, Sylvia Ruhl, Justin Davis, Mark Lenihan, Dennis Dolliver, Brandon Foote

Discussion: Cluck Cluck Golf Scramble will be Friday, July 12. The All-Class Reunion is Saturday, July 13, and is open to the public with WHS alumni, Sons of Satan band, playing for the dance.

IV.b.II. Curriculum and Americanism - Wendy Consoli, Jaime Manz, Sylvia Ruhl, Mark Lenihan, Misty Bear

Discussion: No report.

IV.b.III. Facility/Safety/Finance - Lynn Junck, Jodi Pulfer, Justin Davis, Mark Lenihan, Mark Hanson, Rochelle Nelson, Jordan Widner

Discussion: Mr. Jordan Widner gave an update on the lighting project in the High School.

IV. Policy/Title IX - Wendy Consoli, Jaime Manz, Jodi Pulfer, Mark Lenihan, Russ Plager, Tucker Hight

Discussion: No report.

IV.b.V. Negotiations - Wendy Consoli, Lynn Junck, Justin Davis, Mark Lenihan

Discussion: No report.

IV.b.VI. Legislative - Jodi Pulfer, Lynn Junck, Sylvia Ruhl, Mark Lenihan

Discussion: No report.

V. Boardsmanship

VI. Future Agenda Items

Discussion: Future Agenda Items include: Second Reading of Jr/Sr High School and Elementary handbooks, First Reading of Teacher and Non-Certified Staff handbook, Annual Review of Policies 5415 - Anti-Bullying, 5416 - Student Fees, 5418 - Homeless, 6400 - Parental Involvement, 6600 - ILCD, and 2101 - Acknowledgement of Superintendent as CEO of the District.

VII. Executive Session (If Needed)

VIII. Action Taken from Executive Session (If Needed)

IX. Adjournment

Motion to Adjourn Meeting passed with a motion by Mr. Lynn Junck and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

|                     |     |
|---------------------|-----|
| Mrs. Wendy Consoli: | Yes |
| Mr. Justin Davis:   | Yes |
| Mr. Lynn Junck:     | Yes |
| Mrs. Jaime Manz:    | Yes |
| Dr. Jodi Pulfer:    | Yes |
| Mrs. Sylvia Ruhl:   | Yes |

Discussion: The meeting was adjourned at 6:31 p.m. The next regular Board Meeting will be Monday, July 8, 2019, in the Jr/Sr High School Library, Room 407.

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Deb Daum, Secretary

# Wayne Public Schools

## Check Listing Report

Accounting Cycle: FY18-19; Begin Date: 06/06/2019; End Date: 06/07/2019; Bank: State Nebraska Bank; Sort By Element: FUND; Account Code Expression: ([FUND] = '06');

Created On: 6/6/2019 4:48:10 PM

| Voucher Number                     | Bank Name           | Account Number | Check Number            | Payee                              | Amount     | Type              |
|------------------------------------|---------------------|----------------|-------------------------|------------------------------------|------------|-------------------|
| LF-06062019                        | State Nebraska Bank | 540978         | 4656                    | Bomgaars                           | \$129.99   | Accounts Payable  |
| Vendor                             | PO Number           | Invoice #      | Account Code            | Description                        | Issue Date | Amount            |
| Bomgaars                           |                     | 4/29/19        | 06-2-031000-610-000-000 | shop vac/supply                    |            | \$129.99          |
| <b>Sub Total</b>                   |                     |                |                         |                                    |            | <b>\$129.99</b>   |
| Voucher Number                     | Bank Name           | Account Number | Check Number            | Payee                              | Amount     | Type              |
| LF-06062019                        | State Nebraska Bank | 540978         | 4657                    | Cash-Wa Distributing               | \$2,916.34 | Accounts Payable  |
| Vendor                             | PO Number           | Invoice #      | Account Code            | Description                        | Issue Date | Amount            |
| Cash-Wa Distributing               |                     | 5/27/2019      | 06-2-031000-610-000-000 | supplies                           |            | \$116.41          |
| Cash-Wa Distributing               |                     | 5/27/2019      | 06-2-031000-630-000-000 | food                               |            | \$2,799.93        |
| <b>Sub Total</b>                   |                     |                |                         |                                    |            | <b>\$2,916.34</b> |
| Voucher Number                     | Bank Name           | Account Number | Check Number            | Payee                              | Amount     | Type              |
| LF-06062019                        | State Nebraska Bank | 540978         | 4658                    | Dean Foods                         | \$2,576.91 | Accounts Payable  |
| Vendor                             | PO Number           | Invoice #      | Account Code            | Description                        | Issue Date | Amount            |
| Dean Foods                         |                     | 6/2/19         | 06-2-031000-630-000-000 | food                               |            | \$2,576.91        |
| <b>Sub Total</b>                   |                     |                |                         |                                    |            | <b>\$2,576.91</b> |
| Voucher Number                     | Bank Name           | Account Number | Check Number            | Payee                              | Amount     | Type              |
| LF-06062019                        | State Nebraska Bank | 540978         | 4659                    | Earthgrains Baking Companies, Inc. | \$381.07   | Accounts Payable  |
| Vendor                             | PO Number           | Invoice #      | Account Code            | Description                        | Issue Date | Amount            |
| Earthgrains Baking Companies, Inc. |                     | 5/2019         | 06-2-031000-630-000-000 | food                               |            | \$381.07          |
| <b>Sub Total</b>                   |                     |                |                         |                                    |            | <b>\$381.07</b>   |
| Voucher Number                     | Bank Name           | Account Number | Check Number            | Payee                              | Amount     | Type              |
| LF-06062019                        | State Nebraska Bank | 540978         | 4660                    | Judy Poehlman                      | \$85.53    | Accounts Payable  |
| Vendor                             | PO Number           | Invoice #      | Account Code            | Description                        | Issue Date | Amount            |
| Judy Poehlman                      |                     | 5/8/2019       | 06-2-031000-610-000-000 | reimb./supplies                    |            | \$85.53           |
| <b>Sub Total</b>                   |                     |                |                         |                                    |            | <b>\$85.53</b>    |
| Voucher Number                     | Bank Name           | Account Number | Check Number            | Payee                              | Amount     | Type              |
| LF-06062019                        | State Nebraska Bank | 540978         | 4661                    | Pac 'n' Save                       | \$59.65    | Accounts Payable  |
| Vendor                             | PO Number           | Invoice #      | Account Code            | Description                        | Issue Date | Amount            |
| Pac 'n' Save                       |                     | 06/01/2019     | 06-2-031000-610-000-000 | supplies                           |            | \$6.18            |
| Pac 'n' Save                       |                     | 06/01/2019     | 06-2-031000-630-000-000 | food                               |            | \$53.47           |

|                       |                     |                       |                         |                    |                   |                   |
|-----------------------|---------------------|-----------------------|-------------------------|--------------------|-------------------|-------------------|
| <b>Sub Total</b>      |                     |                       |                         |                    |                   | <b>\$59.65</b>    |
| <b>Voucher Number</b> | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>       | <b>Amount</b>     | <b>Type</b>       |
| LF-06062019           | State Nebraska Bank | 540978                | 4662                    | Sysco Lincoln      | \$2,047.68        | Accounts Payable  |
| <b>Vendor</b>         | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b> | <b>Issue Date</b> | <b>Amount</b>     |
| Sysco Lincoln         |                     | 5/31/19               | 06-2-031000-610-000-000 | supplies           |                   | \$402.01          |
| Sysco Lincoln         |                     | 5/31/19               | 06-2-031000-630-000-000 | food               |                   | \$1,645.67        |
| <b>Sub Total</b>      |                     |                       |                         |                    |                   | <b>\$2,047.68</b> |
| <b>Grand Total</b>    |                     |                       |                         |                    |                   | <b>\$8,197.17</b> |

# Wayne Public Schools

## Check Listing Report

Accounting Cycle: FY18-19; Begin Date: 06/06/2019; End Date: 06/07/2019; Bank: State Nebraska Bank; Sort By Element: FUND; Account Code Expression: ([FUND] = '06') ; Created On: 6/6/2019 4:48:11 PM

| Check Date       | Check Number | Payee                              | Type             | Amount            |
|------------------|--------------|------------------------------------|------------------|-------------------|
| 06/06/2019       | 4656         | Bomgaars                           | Accounts Payable | \$129.99          |
| 06/06/2019       | 4657         | Cash-Wa Distributing               | Accounts Payable | \$2,916.34        |
| 06/06/2019       | 4658         | Dean Foods                         | Accounts Payable | \$2,576.91        |
| 06/06/2019       | 4659         | Earthgrains Baking Companies, Inc. | Accounts Payable | \$381.07          |
| 06/06/2019       | 4660         | Judy Poehlman                      | Accounts Payable | \$85.53           |
| 06/06/2019       | 4661         | Pac 'n' Save                       | Accounts Payable | \$59.65           |
| 06/06/2019       | 4662         | Sysco Lincoln                      | Accounts Payable | \$2,047.68        |
| <b>Sub Total</b> |              |                                    |                  | <b>\$8,197.17</b> |

# Wayne Public Schools

## Check Listing Report

Accounting Cycle: FY18-19; Begin Date: 06/06/2019; End Date: 06/07/2019; Bank: State Nebraska Bank; Sort By Element: FUND; Account Code

Expression: ([FUND] = '06') ; Created On: 6/6/2019 4:48:11 PM

| Check Date       | Check Number | Payee                              | Description     | Type             | Amount            |
|------------------|--------------|------------------------------------|-----------------|------------------|-------------------|
| 06/06/2019       | 4656         | Bomgaars                           | shop vac/supply | Accounts Payable | \$129.99          |
| 06/06/2019       | 4657         | Cash-Wa Distributing               | food, supplies  | Accounts Payable | \$2,916.34        |
| 06/06/2019       | 4658         | Dean Foods                         | food            | Accounts Payable | \$2,576.91        |
| 06/06/2019       | 4659         | Earthgrains Baking Companies, Inc. | food            | Accounts Payable | \$381.07          |
| 06/06/2019       | 4660         | Judy Poehlman                      | reimb./supplies | Accounts Payable | \$85.53           |
| 06/06/2019       | 4661         | Pac 'n' Save                       | food, supplies  | Accounts Payable | \$59.65           |
| 06/06/2019       | 4662         | Sysco Lincoln                      | food, supplies  | Accounts Payable | \$2,047.68        |
| <b>Sub Total</b> |              |                                    |                 |                  | <b>\$8,197.17</b> |

# Wayne Public Schools

## Check Report June 2019 Payroll

Begin Date: 06/13/2019; End Date: 06/13/2019; Check Type: Accounts Payable and Payroll Liability; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY18-19; Limit Results to This Cycle: Yes; Account Code Expression: [All]; Show Detail by Voucher: Yes; Created On: 6/13/2019 4:31:59 PM

| Check Date       | Check Number | Payee                              | Type              | Amount              |
|------------------|--------------|------------------------------------|-------------------|---------------------|
| 06/13/2019       | 19403        | Aetna Insurance                    | Payroll Liability | \$107,536.80        |
| 06/13/2019       | 19404        | Ameritas Life Insurance Co. (Dent) | Payroll Liability | \$6,418.96          |
| 06/13/2019       | 19405        | Elkhorn Valley Bank                | Payroll Liability | \$7,011.67          |
| 06/13/2019       | 19406        | First Concord Benefits Group       | Payroll Liability | \$5,288.23          |
| 06/13/2019       | 19407        | Payroll Account                    | Payroll Liability | \$90,686.82         |
| 06/13/2019       | 19408        | S.D. 17 Payroll Account            | Payroll Liability | \$121,357.72        |
| 06/13/2019       | 19409        | TSA Consulting Group, Inc          | Payroll Liability | \$1,043.75          |
| 06/13/2019       | 19410        | United Of Omaha                    | Payroll Liability | \$2,457.61          |
| 06/13/2019       | 19411        | Vision Services Plan               | Payroll Liability | \$769.44            |
| 06/13/2019       | 4663         | Aetna Insurance                    | Payroll Liability | \$1,655.04          |
| 06/13/2019       | 4664         | Ameritas Life Insurance Co. (Dent) | Payroll Liability | \$116.96            |
| 06/13/2019       | 4665         | Elkhorn Valley Bank                | Payroll Liability | \$250.00            |
| 06/13/2019       | 4666         | Payroll Account                    | Payroll Liability | \$2,124.65          |
| 06/13/2019       | 4667         | S.D. 17 Payroll Account            | Payroll Liability | \$2,129.63          |
| 06/13/2019       | 4668         | United Of Omaha                    | Payroll Liability | \$23.29             |
| 06/13/2019       | EFT          | Direct Deposit                     | Payroll Liability | \$329,760.89        |
| <b>Sub Total</b> |              |                                    |                   | <b>\$678,631.46</b> |

GF  
LF

General Fund Liabilities 342,571.00  
 General Fund Direct Deposit 321,631.09

Lunch Fund Liabilities 6,299.57  
 Lunch Fund Direct Deposit 8129.80

# Wayne Public Schools

## Check Report Payroll Fund 6/17/19

Begin Date: 06/17/2019; End Date: 06/17/2019; Check Type: Accounts Payable and Payroll Liability; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY18-19; Limit Results to This Cycle: Yes; Account Code Expression: [All]; Show Detail by Voucher: Yes; Created On: 6/17/2019 3:27:57 PM

| Voucher Number                     | Bank Name           | Account Number        | Check Number            | Payee                              | Amount            | Type                |
|------------------------------------|---------------------|-----------------------|-------------------------|------------------------------------|-------------------|---------------------|
| 06172019-PR                        | State Nebraska Bank | 540951                |                         | Internal Revenue Service - EFT     | \$107,688.15      | Accounts Payable    |
| <b>Vendor</b>                      | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                 | <b>Issue Date</b> | <b>Amount</b>       |
| Internal Revenue Service - EFT     |                     | EFT760                | 03-2-090000-000-000-000 | June EFTPS                         |                   | \$107,688.15        |
| <b>Sub Total</b>                   |                     |                       |                         |                                    |                   | <b>\$107,688.15</b> |
| <b>Voucher Number</b>              | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                       | <b>Amount</b>     | <b>Type</b>         |
| 06172019-PR                        | State Nebraska Bank | 540951                |                         | Nebraska Retirement System - EFT   | \$92,811.47       | Accounts Payable    |
| <b>Vendor</b>                      | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                 | <b>Issue Date</b> | <b>Amount</b>       |
| Nebraska Retirement System - EFT   |                     | EFT761                | 03-2-090000-000-000-000 | June NE Retirement                 |                   | \$92,811.47         |
| <b>Sub Total</b>                   |                     |                       |                         |                                    |                   | <b>\$92,811.47</b>  |
| <b>Voucher Number</b>              | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                       | <b>Amount</b>     | <b>Type</b>         |
| 06172019-PR                        | State Nebraska Bank | 540951                |                         | State of Nebraska - EFT            | \$15,799.20       | Accounts Payable    |
| <b>Vendor</b>                      | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                 | <b>Issue Date</b> | <b>Amount</b>       |
| State of Nebraska - EFT            |                     | EFT762                | 03-2-090000-000-000-000 | June Nebraks WH                    |                   | \$15,799.20         |
| <b>Sub Total</b>                   |                     |                       |                         |                                    |                   | <b>\$15,799.20</b>  |
| <b>Voucher Number</b>              | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                       | <b>Amount</b>     | <b>Type</b>         |
| 06172019-PR                        | State Nebraska Bank | 540951                | 13673                   | Aetna Insurance                    | \$4,256.59        | Accounts Payable    |
| <b>Vendor</b>                      | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                 | <b>Issue Date</b> | <b>Amount</b>       |
| Aetna Insurance                    |                     | 1375                  | 03-2-090000-000-000-000 | June Retiree Insurance             |                   | \$4,256.59          |
| <b>Sub Total</b>                   |                     |                       |                         |                                    |                   | <b>\$4,256.59</b>   |
| <b>Voucher Number</b>              | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                       | <b>Amount</b>     | <b>Type</b>         |
| 06172019-PR                        | State Nebraska Bank | 540951                | 13674                   | Ameritas Life Insurance Co. (Dent) | \$158.40          | Accounts Payable    |
| <b>Vendor</b>                      | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                 | <b>Issue Date</b> | <b>Amount</b>       |
| Ameritas Life Insurance Co. (Dent) |                     | 1376                  | 03-2-090000-000-000-000 | June Retiree Dental Ins            |                   | \$158.40            |
| <b>Sub Total</b>                   |                     |                       |                         |                                    |                   | <b>\$158.40</b>     |
| <b>Voucher Number</b>              | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                       | <b>Amount</b>     | <b>Type</b>         |
| 06172019-PR                        | State Nebraska Bank | 540951                | 13675                   | United Of Omaha                    | \$2.96            | Accounts Payable    |
| <b>Vendor</b>                      | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                 | <b>Issue Date</b> | <b>Amount</b>       |
| United Of Omaha                    |                     | 1378                  | 03-2-090000-000-000-000 | June Retiree Life Ins              |                   | \$2.96              |
| <b>Sub Total</b>                   |                     |                       |                         |                                    |                   | <b>\$2.96</b>       |
| <b>Grand Total</b>                 |                     |                       |                         |                                    |                   | <b>\$220,716.77</b> |



# Wayne Public Schools

## Check Report General Fund 7/1/2019

Begin Date: 07/01/2019; End Date: 07/01/2019; Check Type: Accounts Payable and Payroll Liability; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY18-19; Limit Results to This Cycle: Yes; Account Code Expression: [All]; Show Detail by Voucher: Yes; Created On: 6/28/2019 1:15:43 PM

| Voucher Number       | Bank Name           | Account Number   | Check Number            | Payee   | Amount            | Type              |
|----------------------|---------------------|------------------|-------------------------|---|-------------------|-------------------|
| 07012019-GF          | State Nebraska Bank | 537047           | 19412                   | Barnes & Noble, Inc.  | \$227.71          | Accounts Payable  |
| <b>Vendor</b>        | <b>PO Number</b>    | <b>Invoice #</b> | <b>Account Code</b>     | <b>Description</b>  | <b>Issue Date</b> | <b>Amount</b>     |
| Barnes & Noble, Inc. | 2967-2019           | 3856611          | 01-2-022200-640-005-000 | ES libr. books  | 06/24/2019        | \$227.71          |
| <b>Sub Total</b>     |                     |                  |                         |   |                   | <b>\$227.71</b>   |
| 07012019-GF          | State Nebraska Bank | 537047           | 19413                   | Blick Art Materials   | \$3,201.23        | Accounts Payable  |
| <b>Vendor</b>        | <b>PO Number</b>    | <b>Invoice #</b> | <b>Account Code</b>     | <b>Description</b>  | <b>Issue Date</b> | <b>Amount</b>     |
| Blick Art Materials  | 4024-2019           | 1677211          | 01-2-011000-610-001-090 | HS art supplies - paint, poster board, brushes                                | 06/25/2019        | \$2,392.19        |
| Blick Art Materials  | 4023-2019           | 1669216          | 01-2-011000-610-001-090 | HS art supplies - art pads, markers   | 06/25/2019        | \$809.04          |
| <b>Sub Total</b>     |                     |                  |                         |   |                   | <b>\$3,201.23</b> |
| 07012019-GF          | State Nebraska Bank | 537047           | 19414                   | Bomgaars  | \$1,699.87        | Accounts Payable  |
| <b>Vendor</b>        | <b>PO Number</b>    | <b>Invoice #</b> | <b>Account Code</b>     | <b>Description</b>  | <b>Issue Date</b> | <b>Amount</b>     |
| Bomgaars             |                     | 6/16/19          | 01-2-026200-431-001-010 | Build upkeep hs   |                   | \$180.91          |
| Bomgaars             |                     | 6/16/19          | 01-2-026200-431-005-010 | Build Upkeep  |                   | \$1,185.78        |
| Bomgaars             |                     | 6/16/19          | 01-2-026200-431-006-010 | 7/8 Build upkeep  |                   | \$155.66          |
| Bomgaars             |                     | 6/16/19          | 01-2-026300-431-000-020 | Grounds upkeep  |                   | \$141.55          |
| Bomgaars             |                     | 6/16/19          | 01-2-026300-431-005-020 | Grounds upkeep - EL   |                   | \$35.97           |
| <b>Sub Total</b>     |                     |                  |                         |   |                   | <b>\$1,699.87</b> |
| 07012019-GF          | State Nebraska Bank | 537047           | 19415                   | CENGAGE Learning  | \$800.00          | Accounts Payable  |
| <b>Vendor</b>        | <b>PO Number</b>    | <b>Invoice #</b> | <b>Account Code</b>     | <b>Description</b>  | <b>Issue Date</b> | <b>Amount</b>     |
| CENGAGE Learning     | 3944-2019           | 67281575         | 01-2-011000-643-001-000 | online access for HS t. sup. - accounting                                     | 06/25/2019        | \$800.00          |
| <b>Sub Total</b>     |                     |                  |                         |   |                   | <b>\$800.00</b>   |
| 07012019-GF          | State Nebraska Bank | 537047           | 19416                   | Centennial Sales  | \$79.68           | Accounts Payable  |
| <b>Vendor</b>        | <b>PO Number</b>    | <b>Invoice #</b> | <b>Account Code</b>     | <b>Description</b>  | <b>Issue Date</b> | <b>Amount</b>     |
| Centennial Sales     | 3896-2019           | 59411            | 01-2-012003-610-005-011 | SPED, athl. sup/coop order - Nasal Plugs, sissors                             | 06/24/2019        | \$7.80            |
| Centennial Sales     | 3896-2019           | 59411            | 01-2-021900-610-001-000 | SPED, athl. sup/coop order - Nasal Plugs, sissors                             | 06/24/2019        | \$47.92           |
| Centennial Sales     | 3896-2019           | 59411            | 01-2-021900-610-006-000 | SPED, athl. sup/coop order - Nasal Plugs, sissors                             | 06/24/2019        | \$23.96           |
| <b>Sub Total</b>     |                     |                  |                         |   |                   | <b>\$79.68</b>    |
| 07012019-GF          | State Nebraska Bank | 537047           | 19417                   | CenturyLink   | \$283.10          | Accounts Payable  |
| <b>Vendor</b>        | <b>PO Number</b>    | <b>Invoice #</b> | <b>Account Code</b>     | <b>Description</b>  | <b>Issue Date</b> | <b>Amount</b>     |
| CenturyLink          |                     | 1470268468       | 01-2-022240-382-000-000 | Dist Ed Internet line   |                   | \$283.10          |
| <b>Sub Total</b>     |                     |                  |                         |   |                   | <b>\$283.10</b>   |
| 07012019-GF          | State Nebraska Bank | 537047           | 19418                   | Comfort Inn Kearney   | \$314.85          | Accounts Payable  |
| <b>Vendor</b>        | <b>PO Number</b>    | <b>Invoice #</b> | <b>Account Code</b>     | <b>Description</b>  | <b>Issue Date</b> | <b>Amount</b>     |
| Comfort Inn Kearney  | 3918-2019           | 48096286         | 01-2-067000-580-000-000 | lodging NCE Conf./T. Rasmussen (Carl Perkins)                                 | 06/25/2019        | \$314.85          |
| <b>Sub Total</b>     |                     |                  |                         |   |                   | <b>\$314.85</b>   |
| 07012019-GF          | State Nebraska Bank | 537047           | 19419                   | Computers Etc.  | \$63.69           | Accounts Payable  |
| <b>Vendor</b>        | <b>PO Number</b>    | <b>Invoice #</b> | <b>Account Code</b>     | <b>Description</b>  | <b>Issue Date</b> | <b>Amount</b>     |
| Computers Etc.       | 3897-2019           | 91549            | 01-2-011000-610-001-010 | ES/JH/HS t. supplies Music /el coop order, cdrom, ush. megaphone, card holder | 06/25/2019        | \$45.43           |
| Computers Etc.       | 3897-2019           | 91549            | 01-2-011000-610-005-010 | ES/JH/HS t. supplies Music /el coop order, cdrom, ush. megaphone, card holder | 06/25/2019        | \$10.76           |
| Computers Etc.       | 3897-2019           | 91549            | 01-2-011000-610-006-010 | ES/JH/HS t. supplies Music /el coop order, cdrom, ush. megaphone, card holder | 06/25/2019        | \$7.50            |
| <b>Sub Total</b>     |                     |                  |                         |   |                   | <b>\$63.69</b>    |

| Voucher Number                 | Bank Name           | Account Number      | Check Number            | Payee   | Amount       | Type              |
|--------------------------------|---------------------|---------------------|-------------------------|---|--------------|-------------------|
| 07012019-GF                    | State Nebraska Bank | 537047              | 19420                   | CPI   | \$1,879.50   | Accounts Payable  |
| Vendor                         | PO Number           | Invoice #           | Account Code            | Description   | Issue Date   | Amount            |
| CPI                            | 4250-2019           | CUS0189399          | 01-2-011250-610-000-001 | crisis intervention wkbs/Flex supply  | 06/24/2019   | \$1,879.50        |
| <b>Sub Total</b>               |                     |                     |                         |   |              | <b>\$1,879.50</b> |
| Voucher Number                 | Bank Name           | Account Number      | Check Number            | Payee   | Amount       | Type              |
| 07012019-GF                    | State Nebraska Bank | 537047              | 19421                   | Demco, Inc.   | \$537.31     | Accounts Payable  |
| Vendor                         | PO Number           | Invoice #           | Account Code            | Description   | Issue Date   | Amount            |
| Demco, Inc.                    | 4054-2019           | 6626109             | 01-2-022200-733-001-000 | JH/HS libr. furn. -chairs * suxhions  | 06/25/2019   | \$358.21          |
| Demco, Inc.                    | 4054-2019           | 6626109             | 01-2-022200-733-006-000 | JH/HS libr. furn. -chairs * suxhions  | 06/25/2019   | \$179.10          |
| <b>Sub Total</b>               |                     |                     |                         |   |              | <b>\$537.31</b>   |
| Voucher Number                 | Bank Name           | Account Number      | Check Number            | Payee   | Amount       | Type              |
| 07012019-GF                    | State Nebraska Bank | 537047              | 19422                   | Diamond Center  | \$17.10      | Accounts Payable  |
| Vendor                         | PO Number           | Invoice #           | Account Code            | Description   | Issue Date   | Amount            |
| Diamond Center                 |                     | 001-40113           | 01-2-021900-890-001-000 | Engrave Plaques - Grad Exp  |              | \$17.10           |
| <b>Sub Total</b>               |                     |                     |                         |   |              | <b>\$17.10</b>    |
| Voucher Number                 | Bank Name           | Account Number      | Check Number            | Payee   | Amount       | Type              |
| 07012019-GF                    | State Nebraska Bank | 537047              | 19423                   | Eakes Office Solutions  | \$526.98     | Accounts Payable  |
| Vendor                         | PO Number           | Invoice #           | Account Code            | Description   | Issue Date   | Amount            |
| Eakes Office Solutions         | 4101B-2019          | 7807513-0           | 01-2-011000-610-001-010 | office/JH/HS supplies - rubber bands  | 06/25/2019   | \$11.98           |
| Eakes Office Solutions         | 4101B-2019          | 7807513-0           | 01-2-011000-610-006-010 | office/JH/HS supplies - rubber bands  | 06/25/2019   | \$5.99            |
| Eakes Office Solutions         | 4101B-2019          | 7807513-0           | 01-2-025100-610-000-000 | office/JH/HS supplies - rubber bands  | 06/25/2019   | \$5.99            |
| Eakes Office Solutions         | 4101-2019           | 7807072-0           | 01-2-011000-610-001-010 | office/supt./JH/HS supplies, Organizer cubes, binder rings, 1 ohles, Markers, Papanova tape | 06/25/2019   | \$105.22          |
| Eakes Office Solutions         | 4101-2019           | 7807072-0           | 01-2-011000-610-006-010 | office/supt./JH/HS supplies, Organizer cubes, binder rings, 1 ohles, Markers, Papanova tape | 06/25/2019   | \$64.59           |
| Eakes Office Solutions         | 4101-2019           | 7807072-0           | 01-2-023200-610-000-000 | office/supt./JH/HS supplies, Organizer cubes, binder rings, 1 ohles, Markers, Papanova tape | 06/25/2019   | \$7.99            |
| Eakes Office Solutions         | 4101-2019           | 7807072-0           | 01-2-025100-610-000-000 | office/supt./JH/HS supplies, Organizer cubes, binder rings, 1 ohles, Markers, Papanova tape | 06/25/2019   | \$146.96          |
| Eakes Office Solutions         | 4104-2019           | 7811192-0           | 01-2-011000-610-001-010 | desk pad calendars/supplies   | 06/27/2019   | \$40.04           |
| Eakes Office Solutions         | 4104-2019           | 7811192-0           | 01-2-011000-610-006-010 | desk pad calendars/supplies   | 06/27/2019   | \$20.02           |
| Eakes Office Solutions         | 4104-2019           | 7811192-0           | 01-2-024100-610-005-000 | desk pad calendars/supplies   | 06/27/2019   | \$64.35           |
| Eakes Office Solutions         | 4104-2019           | 7811192-0           | 01-2-025100-610-000-000 | desk pad calendars/supplies   | 06/27/2019   | \$4.29            |
| Eakes Office Solutions         | 4101C-2019          | 7807072-1           | 01-2-011000-610-001-010 | JH/HS t. supply organizer cubes   | 06/27/2019   | \$33.04           |
| Eakes Office Solutions         | 4101C-2019          | 7807072-1           | 01-2-011000-610-006-010 | JH/HS t. supply organizer cubes   | 06/27/2019   | \$16.52           |
| <b>Sub Total</b>               |                     |                     |                         |   |              | <b>\$526.98</b>   |
| Voucher Number                 | Bank Name           | Account Number      | Check Number            | Payee   | Amount       | Type              |
| 07012019-GF                    | State Nebraska Bank | 537047              | 19424                   | Egan Supply Co.   | \$5,818.05   | Accounts Payable  |
| Vendor                         | PO Number           | Invoice #           | Account Code            | Description   | Issue Date   | Amount            |
| Egan Supply Co.                |                     | 302584              | 01-2-026200-431-000-010 | floor machine parts   |              | \$582.63          |
| Egan Supply Co.                |                     | 301147              | 01-2-026200-610-001-000 | Supplies for HS Hall floor  |              | \$5,181.98        |
| Egan Supply Co.                |                     | 301923              | 01-2-026200-610-005-000 | Floor Cleaner Solution  |              | \$53.44           |
| <b>Sub Total</b>               |                     |                     |                         |   |              | <b>\$5,818.05</b> |
| Voucher Number                 | Bank Name           | Account Number      | Check Number            | Payee   | Amount       | Type              |
| 07012019-GF                    | State Nebraska Bank | 537047              | 19425                   | Electronic Contracting Company  | \$162.00     | Accounts Payable  |
| Vendor                         | PO Number           | Invoice #           | Account Code            | Description   | Issue Date   | Amount            |
| Electronic Contracting Company |                     | CB017780 & CB017791 | 01-2-026200-431-001-010 | Qty Fire Alarm Monitoring   |              | \$54.00           |
| Electronic Contracting Company |                     | CB017780 & CB017791 | 01-2-026200-431-005-010 | Qty Monitoring  |              | \$81.00           |
| Electronic Contracting Company |                     | CB017780 & CB017791 | 01-2-026200-431-006-010 | Qty Fire Alarm Monitoring   |              | \$27.00           |
| <b>Sub Total</b>               |                     |                     |                         |   |              | <b>\$162.00</b>   |
| Voucher Number                 | Bank Name           | Account Number      | Check Number            | Payee   | Amount       | Type              |
| 07012019-GF                    | State Nebraska Bank | 537047              | 19426                   | ESU #1  | \$134,340.19 | Accounts Payable  |
| Vendor                         | PO Number           | Invoice #           | Account Code            | Description   | Issue Date   | Amount            |
| ESU #1                         |                     | R108648             | 01-2-011000-330-001-000 | Canvas Wksh Brink, Davis  |              | \$40.00           |
| ESU #1                         |                     | R108623             | 01-2-011000-330-001-000 | Science Standards - Brink   |              | \$20.00           |
| ESU #1                         |                     | R108652             | 01-2-011000-330-001-000 | Science Standards - Hochstein, L.Janke  |              | \$40.00           |
| ESU #1                         |                     | R108623             | 01-2-011000-330-005-000 | Science Standards - Chase, Hix, McPhillips, Thomas  |              | \$80.00           |
| ESU #1                         |                     | R108652             | 01-2-011000-330-005-000 | Science Standards - Suehl, Meyer, Garvin  |              | \$60.00           |

|                  |           |          |                         |   |            |                     |
|------------------|-----------|----------|-------------------------|---|------------|---------------------|
| ESU #1           |           | R108648  | 01-2-011000-330-006-000 | Canvas Wksh Wragge                            |            | \$20.00             |
| ESU #1           |           | R108623  | 01-2-011000-330-006-000 | Science Standards 0 Wragge                    |            | \$20.00             |
| ESU #1           |           | M-1235   | 01-2-011900-330-300-000 | Prek Training - B.Wiseman                     |            | \$30.00             |
| ESU #1           |           | R        | 01-2-011900-330-300-000 | Prek Training - B.Wiseman                     |            | \$35.00             |
| ESU #1           |           | SP5577   | 01-2-012001-591-000-001 | Program Supervision 3/18 to 5/24              |            | \$3,249.08          |
| ESU #1           |           | SP5577   | 01-2-012003-330-000-001 | Training Inservice 3/18 to 5/24               |            | \$180.00            |
| ESU #1           |           | SP5577   | 01-2-012004-591-001-001 | Transition Services 3/18-5/24                 |            | \$1,237.50          |
| ESU #1           |           | SP5577   | 01-2-012005-591-000-011 | Behavior Disorder 3/18-5/24                   |            | \$21,917.75         |
| ESU #1           |           | SP5577   | 01-2-012005-591-000-021 | Profound 3/18 - 5/24                          |            | \$44,883.61         |
| ESU #1           |           | SP5577   | 01-2-021410-591-000-001 | Psych Servc 3/18 - 5/24                       |            | \$23,487.50         |
| ESU #1           |           | SP5577   | 01-2-021510-591-000-001 | Speech 3/18 - 5/24                            |            | \$597.75            |
| ESU #1           |           | SP5577   | 01-2-021510-591-000-011 | Deaf/Audio 3/18 to 5/24                       |            | \$1,131.00          |
| ESU #1           |           | SP5577   | 01-2-021610-591-000-001 | Occ Therapy 3/18 to 5/24                      |            | \$6,942.75          |
| ESU #1           |           | SP5577   | 01-2-021710-591-000-001 | Phys. therapy 3/18 to 5/24                    |            | \$4,027.00          |
| ESU #1           |           | SP5577   | 01-2-021810-591-000-001 | Vision 3/18 to 5/24                           |            | \$3,190.00          |
| ESU #1           |           | SP5577   | 01-2-064040-591-000-001 | < age 5 3/18 to 5/24                          |            | \$22,961.25         |
| ESU #1           | 4047-2019 | R1000064 | 01-2-011000-580-001-000 | inservice training/Osnes, Hansen, Vander Veen | 06/24/2019 | \$84.00             |
| ESU #1           | 4047-2019 | R1000064 | 01-2-011000-580-005-000 | inservice training/Osnes, Hansen, Vander Veen | 06/24/2019 | \$50.00             |
| ESU #1           | 4047-2019 | R1000064 | 01-2-011000-580-006-000 | inservice training/Osnes, Hansen, Vander Veen | 06/24/2019 | \$16.00             |
| ESU #1           | 3479-2019 | R108642  | 01-2-012001-580-000-001 | ADVISER work session/M Bear, D Daum           | 06/24/2019 | \$20.00             |
| ESU #1           | 3479-2019 | R108642  | 01-2-023200-580-000-000 | ADVISER work session/M Bear, D Daum           | 06/24/2019 | \$20.00             |
| <b>Sub Total</b> |           |          |                         |   |            | <b>\$134,340.19</b> |

| Voucher Number         | Bank Name           | Account Number | Check Number            | Payee   | Amount     | Type              |
|------------------------|---------------------|----------------|-------------------------|---|------------|-------------------|
| 07012019-GF            | State Nebraska Bank | 537047         | 19427                   | Flinn Scientific, Inc.                            | \$1,143.19 | Accounts Payable  |
| Vendor                 | PO Number           | Invoice #      | Account Code            | Description                                       | Issue Date | Amount            |
| Flinn Scientific, Inc. | 4030-2019           | 2354248        | 01-2-011000-610-001-070 | HS science lab supply, solutions, tubing          | 06/25/2019 | \$179.05          |
| Flinn Scientific, Inc. | 4029-2019           | 2354249        | 01-2-011000-610-001-070 | HS science lab supply, Thermometer, Pipets, vials | 06/25/2019 | \$225.49          |
| Flinn Scientific, Inc. | 3932-2019           | 2354294        | 01-2-011000-610-001-070 | HS science lab supply - hydrochloric acid         | 06/25/2019 | \$738.65          |
| <b>Sub Total</b>       |                     |                |                         |   |            | <b>\$1,143.19</b> |

| Voucher Number                 | Bank Name           | Account Number | Check Number            | Payee                               | Amount     | Type             |
|--------------------------------|---------------------|----------------|-------------------------|-------------------------------------|------------|------------------|
| 07012019-GF                    | State Nebraska Bank | 537047         | 19428                   | Follett School Solutions, Inc.      | \$50.00    | Accounts Payable |
| Vendor                         | PO Number           | Invoice #      | Account Code            | Description                         | Issue Date | Amount           |
| Follett School Solutions, Inc. | 2929B-2019          | 2364194B       | 01-2-011000-610-005-010 | math supplies for St. Mary's school | 06/25/2019 | \$50.00          |
| <b>Sub Total</b>               |                     |                |                         |                                     |            | <b>\$50.00</b>   |

| Voucher Number           | Bank Name           | Account Number | Check Number            | Payee                    | Amount     | Type             |
|--------------------------|---------------------|----------------|-------------------------|--------------------------|------------|------------------|
| 07012019-GF              | State Nebraska Bank | 537047         | 19429                   | FrancoTyp-Postalia, Inc. | \$168.00   | Accounts Payable |
| Vendor                   | PO Number           | Invoice #      | Account Code            | Description              | Issue Date | Amount           |
| FrancoTyp-Postalia, Inc. |                     | R104089453     | 01-2-025100-531-000-000 | Qty Postage meter Rent   |            | \$168.00         |
| <b>Sub Total</b>         |                     |                |                         |                          |            | <b>\$168.00</b>  |

| Voucher Number   | Bank Name           | Account Number | Check Number            | Payee   | Amount     | Type             |
|------------------|---------------------|----------------|-------------------------|---|------------|------------------|
| 07012019-GF      | State Nebraska Bank | 537047         | 19430                   | Gopher  | \$337.96   | Accounts Payable |
| Vendor           | PO Number           | Invoice #      | Account Code            | Description   | Issue Date | Amount           |
| Gopher           | 4005-2019           | 9608239        | 01-2-011000-610-006-000 | JH P.E. supply - softballs, soccer balls, footballs | 06/25/2019 | \$337.96         |
| <b>Sub Total</b> |                     |                |                         |   |            | <b>\$337.96</b>  |

| Voucher Number              | Bank Name           | Account Number | Check Number            | Payee                       | Amount     | Type             |
|-----------------------------|---------------------|----------------|-------------------------|-----------------------------|------------|------------------|
| 07012019-GF                 | State Nebraska Bank | 537047         | 19431                   | Grossenburg Implement, Inc. | \$106.46   | Accounts Payable |
| Vendor                      | PO Number           | Invoice #      | Account Code            | Description                 | Issue Date | Amount           |
| Grossenburg Implement, Inc. | 4080-2019           | 1131173        | 01-2-026300-431-000-020 | caster kit/grounds upkeep   | 06/25/2019 | \$106.46         |
| <b>Sub Total</b>            |                     |                |                         |                             |            | <b>\$106.46</b>  |

| Voucher Number   | Bank Name           | Account Number | Check Number            | Payee       | Amount     | Type             |
|------------------|---------------------|----------------|-------------------------|-------------|------------|------------------|
| 07012019-GF      | State Nebraska Bank | 537047         | 19432                   | Groth Music | \$64.59    | Accounts Payable |
| Vendor           | PO Number           | Invoice #      | Account Code            | Description | Issue Date | Amount           |
| Groth Music      | 2980-2019           | 2910473        | 01-2-011000-610-005-060 | ES music    | 06/24/2019 | \$64.59          |
| <b>Sub Total</b> |                     |                |                         |             |            | <b>\$64.59</b>   |

| Voucher Number | Bank Name           | Account Number | Check Number | Payee                 | Amount     | Type             |
|----------------|---------------------|----------------|--------------|-----------------------|------------|------------------|
| 07012019-GF    | State Nebraska Bank | 537047         | 19433        | Hake Publishing, Inc. | \$2,011.00 | Accounts Payable |
| Vendor         | PO Number           | Invoice #      | Account Code | Description           | Issue Date | Amount           |

|  |                     |                       |                         |  |                   |                   |
|--|---------------------|-----------------------|-------------------------|--|-------------------|-------------------|
| Hake Publishing, Inc.                      | 3842-2019           | 19154                 | 01-2-011000-640-006-000 | JH grammar/writing textbooks                   | 06/25/2019        | \$2,011.00        |
| <b>Sub Total</b>                           |                     |                       |                         |  |                   | <b>\$2,011.00</b> |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                                   | <b>Amount</b>     | <b>Type</b>       |
| 07012019-GF                                | State Nebraska Bank | 537047                | 19434                   | Hampton Inn Of Kearney                         | \$724.82          | Accounts Payable  |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                             | <b>Issue Date</b> | <b>Amount</b>     |
| Hampton Inn Of Kearney                     |                     | 201292A               | 01-2-012001-580-000-001 | M.Bear Lodging Prek-3 Leadership conf          |                   | \$79.50           |
| Hampton Inn Of Kearney                     |                     | 202902B               | 01-2-023100-580-000-000 | Lenihan - NASB School Law Seminar              |                   | \$146.02          |
| Hampton Inn Of Kearney                     |                     | 201292A               | 01-2-024100-580-300-000 | M.Bear Lodging Prek-3 Leadership Conf          |                   | \$79.50           |
| Hampton Inn Of Kearney                     | 3161-2019           | 200744-A              | 01-2-067000-580-000-000 | lodging NCE conf./H. Smith (Carl Perkins)      | 06/25/2019        | \$419.80          |
| <b>Sub Total</b>                           |                     |                       |                         |  |                   | <b>\$724.82</b>   |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                                   | <b>Amount</b>     | <b>Type</b>       |
| 07012019-GF                                | State Nebraska Bank | 537047                | 19435                   | Heartland Fire Protection                      | \$359.00          | Accounts Payable  |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                             | <b>Issue Date</b> | <b>Amount</b>     |
| Heartland Fire Protection                  |                     | 39610                 | 01-2-026200-431-001-010 | Range Hood Inspections                         |                   | \$359.00          |
| <b>Sub Total</b>                           |                     |                       |                         |  |                   | <b>\$359.00</b>   |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                                   | <b>Amount</b>     | <b>Type</b>       |
| 07012019-GF                                | State Nebraska Bank | 537047                | 19436                   | Hometown Leasing                               | \$1,986.70        | Accounts Payable  |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                             | <b>Issue Date</b> | <b>Amount</b>     |
| Hometown Leasing                           |                     | 7/19                  | 01-2-025100-443-000-000 | Copier lease                                   |                   | \$1,986.70        |
| <b>Sub Total</b>                           |                     |                       |                         |  |                   | <b>\$1,986.70</b> |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                                   | <b>Amount</b>     | <b>Type</b>       |
| 07012019-GF                                | State Nebraska Bank | 537047                | 19437                   | Houghton Mifflin Harcourt Publ. Co.            | \$97.92           | Accounts Payable  |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                             | <b>Issue Date</b> | <b>Amount</b>     |
| Houghton Mifflin Harcourt Publ. Co.        | 2946B-2019          | 954367470             | 01-2-011000-640-005-000 | ES science Spanish student textbooks           | 06/24/2019        | \$97.92           |
| <b>Sub Total</b>                           |                     |                       |                         |  |                   | <b>\$97.92</b>    |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                                   | <b>Amount</b>     | <b>Type</b>       |
| 07012019-GF                                | State Nebraska Bank | 537047                | 19438                   | J.W. Pepper & Son Inc.                         | \$10.99           | Accounts Payable  |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                             | <b>Issue Date</b> | <b>Amount</b>     |
| J.W. Pepper & Son Inc.                     | 3730B-2019          | 19582734-A            | 01-2-011000-610-006-060 | JH choir music                                 | 06/25/2019        | \$10.99           |
| <b>Sub Total</b>                           |                     |                       |                         |  |                   | <b>\$10.99</b>    |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                                   | <b>Amount</b>     | <b>Type</b>       |
| 07012019-GF                                | State Nebraska Bank | 537047                | 19439                   | Knutson Law                                    | \$255.00          | Accounts Payable  |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                             | <b>Issue Date</b> | <b>Amount</b>     |
| Knutson Law                                |                     | 1047                  | 01-2-023300-317-000-000 | June Services                                  |                   | \$15.00           |
| Knutson Law                                |                     | 1047                  | 01-2-023300-317-000-000 | Sch Board Mtg                                  |                   | \$240.00          |
| <b>Sub Total</b>                           |                     |                       |                         |  |                   | <b>\$255.00</b>   |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                                   | <b>Amount</b>     | <b>Type</b>       |
| 07012019-GF                                | State Nebraska Bank | 537047                | 19440                   | Lerner Publishing Group                        | \$301.07          | Accounts Payable  |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                             | <b>Issue Date</b> | <b>Amount</b>     |
| Lerner Publishing Group                    | 3803-2019           | 1326632               | 01-2-022200-640-001-000 | HS libr. books                                 | 06/24/2019        | \$301.07          |
| <b>Sub Total</b>                           |                     |                       |                         |  |                   | <b>\$301.07</b>   |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                                   | <b>Amount</b>     | <b>Type</b>       |
| 07012019-GF                                | State Nebraska Bank | 537047                | 19441                   | Major Refrigeration Co., Inc.                  | \$327.95          | Accounts Payable  |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                             | <b>Issue Date</b> | <b>Amount</b>     |
| Major Refrigeration Co., Inc.              |                     | IC02432               | 01-2-026400-431-000-000 | Rep & Maint Ice Machine                        |                   | \$327.95          |
| <b>Sub Total</b>                           |                     |                       |                         |  |                   | <b>\$327.95</b>   |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                                   | <b>Amount</b>     | <b>Type</b>       |
| 07012019-GF                                | State Nebraska Bank | 537047                | 19442                   | McGraw-Hill School Education Holdings, LLC     | \$15,752.78       | Accounts Payable  |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                             | <b>Issue Date</b> | <b>Amount</b>     |
| McGraw-Hill School Education Holdings, LLC | 2941B-2019          | 108478910001          | 01-2-012003-640-005-001 | ES SPED textbooks (reading)                    | 06/25/2019        | \$165.09          |
| McGraw-Hill School Education Holdings, LLC | 2941-2019           | 108478962001          | 01-2-011000-610-005-010 | ES reading textbooks/supplies, EL, Prek, Sped, | 06/25/2019        | \$763.43          |
| McGraw-Hill School Education Holdings, LLC | 2941-2019           | 108478962001          | 01-2-011000-640-000-000 | ES reading textbooks/supplies, EL, Prek, Sped, | 06/25/2019        | \$5,264.70        |
| McGraw-Hill School Education Holdings, LLC | 2941-2019           | 108478962001          | 01-2-011000-640-005-000 | ES reading textbooks/supplies, EL, Prek, Sped, | 06/25/2019        | \$8,323.90        |

|  |                     |                       |                         |  |                   |                    |
|--|---------------------|-----------------------|-------------------------|--|-------------------|--------------------|
| McGraw-Hill School Education Holdings, LLC | 2941-2019           | 108478962001          | 01-2-011500-610-000-000 | ES reading textbooks/supplies, EL, Prek, Sped, | 06/25/2019        | \$456.57           |
| McGraw-Hill School Education Holdings, LLC | 2941-2019           | 108478962001          | 01-2-012003-640-005-001 | ES reading textbooks/supplies, EL, Prek, Sped, | 06/25/2019        | \$779.09           |
| <b>Sub Total</b>                           |                     |                       |                         |  |                   | <b>\$15,752.78</b> |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                                   | <b>Amount</b>     | <b>Type</b>        |
| 07012019-GF                                | State Nebraska Bank | 537047                | 19443                   | Menards - Norfolk                              | \$855.96          | Accounts Payable   |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                             | <b>Issue Date</b> | <b>Amount</b>      |
| Menards - Norfolk                          | 4082-2019           | 66708                 | 01-2-026200-431-001-010 | paint & carpet tiles/HS bldg. upkeep           | 06/25/2019        | \$855.96           |
| <b>Sub Total</b>                           |                     |                       |                         |  |                   | <b>\$855.96</b>    |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                                   | <b>Amount</b>     | <b>Type</b>        |
| 07012019-GF                                | State Nebraska Bank | 537047                | 19444                   | Music In Motion                                | \$67.90           | Accounts Payable   |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                             | <b>Issue Date</b> | <b>Amount</b>      |
| Music In Motion                            | 2978-2019           | 00735173              | 01-2-011000-610-005-060 | ES music                                       | 06/24/2019        | \$67.90            |
| <b>Sub Total</b>                           |                     |                       |                         |  |                   | <b>\$67.90</b>     |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                                   | <b>Amount</b>     | <b>Type</b>        |
| 07012019-GF                                | State Nebraska Bank | 537047                | 19445                   | NASCO  | \$59.40           | Accounts Payable   |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                             | <b>Issue Date</b> | <b>Amount</b>      |
| NASCO                                      | 3980-2019           | 428465                | 01-2-011000-610-006-030 | JH FACS supply ironing board                   | 06/27/2019        | \$59.40            |
| <b>Sub Total</b>                           |                     |                       |                         |  |                   | <b>\$59.40</b>     |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                                   | <b>Amount</b>     | <b>Type</b>        |
| 07012019-GF                                | State Nebraska Bank | 537047                | 19446                   | Nebraska Council Of School Administrators      | \$358.00          | Accounts Payable   |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                             | <b>Issue Date</b> | <b>Amount</b>      |
| Nebraska Council Of School Administrators  | 3927-2019           | 60296                 | 01-2-011000-580-001-000 | NCE Conf reg. for H. Smith                     | 06/24/2019        | \$239.00           |
| Nebraska Council Of School Administrators  | 3927-2019           | 60296                 | 01-2-011000-580-006-000 | NCE Conf reg. for H. Smith                     | 06/24/2019        | \$119.00           |
| <b>Sub Total</b>                           |                     |                       |                         |  |                   | <b>\$358.00</b>    |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                                   | <b>Amount</b>     | <b>Type</b>        |
| 07012019-GF                                | State Nebraska Bank | 537047                | 19447                   | Nebraska Library Commission                    | \$3,885.00        | Accounts Payable   |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                             | <b>Issue Date</b> | <b>Amount</b>      |
| Nebraska Library Commission                | 3940-2019           | 29369                 | 01-2-022200-643-001-000 | online database subscription K-12/libr.        | 06/26/2019        | \$1,282.05         |
| Nebraska Library Commission                | 3940-2019           | 29369                 | 01-2-022200-643-005-000 | online database subscription K-12/libr.        | 06/26/2019        | \$1,981.35         |
| Nebraska Library Commission                | 3940-2019           | 29369                 | 01-2-022200-643-006-000 | online database subscription K-12/libr.        | 06/26/2019        | \$621.60           |
| <b>Sub Total</b>                           |                     |                       |                         |  |                   | <b>\$3,885.00</b>  |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                                   | <b>Amount</b>     | <b>Type</b>        |
| 07012019-GF                                | State Nebraska Bank | 537047                | 19448                   | Nebraska Rural Community Schools Assoc.        | \$943.12          | Accounts Payable   |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                             | <b>Issue Date</b> | <b>Amount</b>      |
| Nebraska Rural Community Schools Assoc.    |                     | 2018-19 Planning      | 01-2-023100-810-000-000 | Workshop fee & Consultant Exp on 6/5           |                   | \$943.12           |
| <b>Sub Total</b>                           |                     |                       |                         |  |                   | <b>\$943.12</b>    |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                                   | <b>Amount</b>     | <b>Type</b>        |
| 07012019-GF                                | State Nebraska Bank | 537047                | 19449                   | Northwest Evaluation Association               | \$6,287.50        | Accounts Payable   |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                             | <b>Issue Date</b> | <b>Amount</b>      |
| Northwest Evaluation Association           |                     | Quote 00020244        | 01-2-011250-610-000-001 | Map testing of 19-20                           |                   | \$6,287.50         |
| <b>Sub Total</b>                           |                     |                       |                         |  |                   | <b>\$6,287.50</b>  |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                                   | <b>Amount</b>     | <b>Type</b>        |
| 07012019-GF                                | State Nebraska Bank | 537047                | 19450                   | O'Keefe Elevator Co, Inc.                      | \$590.83          | Accounts Payable   |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                             | <b>Issue Date</b> | <b>Amount</b>      |
| O'Keefe Elevator Co, Inc.                  |                     | 00495102              | 01-2-012003-430-001-001 | HS Elevator maint                              |                   | \$196.95           |
| O'Keefe Elevator Co, Inc.                  |                     | 00495102              | 01-2-012003-430-005-001 | EL elevator Maint                              |                   | \$295.41           |
| O'Keefe Elevator Co, Inc.                  |                     | 00495102              | 01-2-012003-430-006-001 | 7/8 Elevator Main                              |                   | \$98.47            |
| <b>Sub Total</b>                           |                     |                       |                         |  |                   | <b>\$590.83</b>    |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                                   | <b>Amount</b>     | <b>Type</b>        |
| 07012019-GF                                | State Nebraska Bank | 537047                | 19451                   | Percussion Source/West Music                   | \$650.10          | Accounts Payable   |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                             | <b>Issue Date</b> | <b>Amount</b>      |
| Percussion Source/West Music               | 4001-2019           | SI1763254             | 01-2-011000-730-001-010 | HS band instruments                            | 06/25/2019        | \$650.10           |
| <b>Sub Total</b>                           |                     |                       |                         |  |                   | <b>\$650.10</b>    |

|                               |                     |                                  |                         |   |                   |                   |
|-------------------------------|---------------------|----------------------------------|-------------------------|---|-------------------|-------------------|
| <b>Voucher Number</b>         | <b>Bank Name</b>    | <b>Account Number</b>            | <b>Check Number</b>     | <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>       |
| 07012019-GF                   | State Nebraska Bank | 537047                           | 19452                   | Plank Road Publishing, Inc.                                       | \$178.26          | Accounts Payable  |
| <b>Vendor</b>                 | <b>PO Number</b>    | <b>Invoice #</b>                 | <b>Account Code</b>     | <b>Description</b>  | <b>Issue Date</b> | <b>Amount</b>     |
| Plank Road Publishing, Inc.   | 2994-2019           | 19-041599                        | 01-2-011000-610-005-060 | ES music subscription   | 06/24/2019        | \$139.45          |
| Plank Road Publishing, Inc.   | 2979-2019           | 19-041603                        | 01-2-011000-610-005-060 | ES choir music - cd binder, magazine filers, music                | 06/25/2019        | \$36.81           |
| <b>Sub Total</b>              |                     |                                  |                         |   |                   | <b>\$178.26</b>   |
| <b>Voucher Number</b>         | <b>Bank Name</b>    | <b>Account Number</b>            | <b>Check Number</b>     | <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>       |
| 07012019-GF                   | State Nebraska Bank | 537047                           | 19453                   | Plunkett's Pest Control   | \$234.72          | Accounts Payable  |
| <b>Vendor</b>                 | <b>PO Number</b>    | <b>Invoice #</b>                 | <b>Account Code</b>     | <b>Description</b>  | <b>Issue Date</b> | <b>Amount</b>     |
| Plunkett's Pest Control       |                     | 6309064                          | 01-2-026200-431-000-010 | pest control  |                   | \$234.72          |
| <b>Sub Total</b>              |                     |                                  |                         |   |                   | <b>\$234.72</b>   |
| <b>Voucher Number</b>         | <b>Bank Name</b>    | <b>Account Number</b>            | <b>Check Number</b>     | <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>       |
| 07012019-GF                   | State Nebraska Bank | 537047                           | 19454                   | Randall D. Standridge   | \$400.00          | Accounts Payable  |
| <b>Vendor</b>                 | <b>PO Number</b>    | <b>Invoice #</b>                 | <b>Account Code</b>     | <b>Description</b>  | <b>Issue Date</b> | <b>Amount</b>     |
| Randall D. Standridge         | 3883-2019           | Prep Oeder                       | 01-2-011000-610-006-050 | prepaid order/JH band music (commission agreement)                | 06/24/2019        | \$400.00          |
| <b>Sub Total</b>              |                     |                                  |                         |   |                   | <b>\$400.00</b>   |
| <b>Voucher Number</b>         | <b>Bank Name</b>    | <b>Account Number</b>            | <b>Check Number</b>     | <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>       |
| 07012019-GF                   | State Nebraska Bank | 537047                           | 19455                   | Reams Sprinkler Supply  | \$341.78          | Accounts Payable  |
| <b>Vendor</b>                 | <b>PO Number</b>    | <b>Invoice #</b>                 | <b>Account Code</b>     | <b>Description</b>  | <b>Issue Date</b> | <b>Amount</b>     |
| Reams Sprinkler Supply        |                     | SI448837.001                     | 01-2-026300-431-000-020 | Sprinkler parts   |                   | \$341.78          |
| <b>Sub Total</b>              |                     |                                  |                         |   |                   | <b>\$341.78</b>   |
| <b>Voucher Number</b>         | <b>Bank Name</b>    | <b>Account Number</b>            | <b>Check Number</b>     | <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>       |
| 07012019-GF                   | State Nebraska Bank | 537047                           | 19456                   | Scholastic Inc.   | \$140.00          | Accounts Payable  |
| <b>Vendor</b>                 | <b>PO Number</b>    | <b>Invoice #</b>                 | <b>Account Code</b>     | <b>Description</b>  | <b>Issue Date</b> | <b>Amount</b>     |
| Scholastic Inc.               | 2968-2019           | 29456804, 29456808, 26456809, 26 | 01-2-022200-640-005-000 | ES libr. books  | 06/25/2019        | \$140.00          |
| <b>Sub Total</b>              |                     |                                  |                         |   |                   | <b>\$140.00</b>   |
| <b>Voucher Number</b>         | <b>Bank Name</b>    | <b>Account Number</b>            | <b>Check Number</b>     | <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>       |
| 07012019-GF                   | State Nebraska Bank | 537047                           | 19457                   | Social Studies School Service                                     | \$98.44           | Accounts Payable  |
| <b>Vendor</b>                 | <b>PO Number</b>    | <b>Invoice #</b>                 | <b>Account Code</b>     | <b>Description</b>  | <b>Issue Date</b> | <b>Amount</b>     |
| Social Studies School Service | 2996-2019           | SI147289                         | 01-2-021200-610-005-000 | ES guidance supply - anti bullying, etc                           | 06/24/2019        | \$98.44           |
| <b>Sub Total</b>              |                     |                                  |                         |   |                   | <b>\$98.44</b>    |
| <b>Voucher Number</b>         | <b>Bank Name</b>    | <b>Account Number</b>            | <b>Check Number</b>     | <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>       |
| 07012019-GF                   | State Nebraska Bank | 537047                           | 19458                   | Staples   | \$546.38          | Accounts Payable  |
| <b>Vendor</b>                 | <b>PO Number</b>    | <b>Invoice #</b>                 | <b>Account Code</b>     | <b>Description</b>  | <b>Issue Date</b> | <b>Amount</b>     |
| Staples                       | 3906B-2019          | 8054648322                       | 01-2-011000-610-001-010 | ES/JH/HS/SPED t. supplies - folders, calculators, wine lamination | 06/26/2019        | \$9.87            |
| Staples                       | 3906B-2019          | 8054648322                       | 01-2-011000-610-005-010 | ES/JH/HS/SPED t. supplies - folders, calculators, wine lamination | 06/26/2019        | \$151.30          |
| Staples                       | 3906B-2019          | 8054648322                       | 01-2-011000-610-006-010 | ES/JH/HS/SPED t. supplies - folders, calculators, wine lamination | 06/26/2019        | \$23.83           |
| Staples                       | 3906B-2019          | 8054648322                       | 01-2-011000-610-006-030 | ES/JH/HS/SPED t. supplies - folders, calculators, wine lamination | 06/26/2019        | \$28.98           |
| Staples                       | 3906B-2019          | 8054648322                       | 01-2-011900-610-300-000 | ES/JH/HS/SPED t. supplies - folders, calculators, wine lamination | 06/26/2019        | \$70.00           |
| Staples                       | 3906B-2019          | 8054648322                       | 01-2-012003-610-001-011 | ES/JH/HS/SPED t. supplies - folders, calculators, wine lamination | 06/26/2019        | \$33.91           |
| Staples                       | 3906B-2019          | 8054648322                       | 01-2-012003-610-005-011 | ES/JH/HS/SPED t. supplies - folders, calculators, wine lamination | 06/26/2019        | \$52.40           |
| Staples                       | 3906B-2019          | 8054648322                       | 01-2-012003-610-006-011 | ES/JH/HS/SPED t. supplies - folders, calculators, wine lamination | 06/26/2019        | \$60.09           |
| Staples                       | 3906B-2019          | 8054648322                       | 01-2-024100-610-005-000 | ES/JH/HS/SPED t. supplies - folders, calculators, wine lamination | 06/26/2019        | \$24.75           |
| Staples                       | 3906-2019           | 8054657406                       | 01-2-011000-610-001-010 | JH/HS/ES SPED t. supplies/coop order folders, calculator          | 06/26/2019        | \$31.59           |
| Staples                       | 3906-2019           | 8054657406                       | 01-2-011000-610-006-010 | JH/HS/ES SPED t. supplies/coop order folders, calculator          | 06/26/2019        | \$19.70           |
| Staples                       | 3906-2019           | 8054657406                       | 01-2-012003-610-005-011 | JH/HS/ES SPED t. supplies/coop order folders, calculator          | 06/26/2019        | \$39.96           |
| <b>Sub Total</b>              |                     |                                  |                         |   |                   | <b>\$546.38</b>   |
| <b>Voucher Number</b>         | <b>Bank Name</b>    | <b>Account Number</b>            | <b>Check Number</b>     | <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>       |
| 07012019-GF                   | State Nebraska Bank | 537047                           | 19459                   | Sterling Computers  | \$1,097.29        | Accounts Payable  |
| <b>Vendor</b>                 | <b>PO Number</b>    | <b>Invoice #</b>                 | <b>Account Code</b>     | <b>Description</b>  | <b>Issue Date</b> | <b>Amount</b>     |
| Sterling Computers            | 4048-2019           | 0056937                          | 01-2-012003-734-000-001 | Microsoft Surface tablet/Dist. SPED equip.                        | 06/26/2019        | \$1,097.29        |
| <b>Sub Total</b>              |                     |                                  |                         |   |                   | <b>\$1,097.29</b> |

| Voucher Number            | Bank Name           | Account Number                   | Check Number            | Payee   | Amount     | Type                |
|---------------------------|---------------------|----------------------------------|-------------------------|---|------------|---------------------|
| 07012019-GF               | State Nebraska Bank | 537047                           | 19460                   | Supreme School Supply Co.                                   | \$418.81   | Accounts Payable    |
| Vendor                    | PO Number           | Invoice #                        | Account Code            | Description   | Issue Date | Amount              |
| Supreme School Supply Co. | 4071-2019           | 100790                           | 01-2-024100-610-001-000 | HS princ. office supplies, admin/tardy, record books etc.   | 06/25/2019 | \$418.81            |
| <b>Sub Total</b>          |                     |                                  |                         |   |            | <b>\$418.81</b>     |
| Voucher Number            | Bank Name           | Account Number                   | Check Number            | Payee   | Amount     | Type                |
| 07012019-GF               | State Nebraska Bank | 537047                           | 19461                   | Visualz   | \$237.55   | Accounts Payable    |
| Vendor                    | PO Number           | Invoice #                        | Account Code            | Description   | Issue Date | Amount              |
| Visualz                   | 3754-2019           | 376173                           | 01-2-011000-610-001-040 | culinary skills supply - dvd series                         | 06/24/2019 | \$237.55            |
| <b>Sub Total</b>          |                     |                                  |                         |   |            | <b>\$237.55</b>     |
| Voucher Number            | Bank Name           | Account Number                   | Check Number            | Payee   | Amount     | Type                |
| 07012019-GF               | State Nebraska Bank | 537047                           | 19462                   | Ward's Science  | \$797.25   | Accounts Payable    |
| Vendor                    | PO Number           | Invoice #                        | Account Code            | Description   | Issue Date | Amount              |
| Ward's Science            | 3942-2019           | 8086568203, 8086568204, 80865682 | 01-2-011000-610-001-070 | HS science lab supplies, gloves, buffer capsules, solutions | 06/25/2019 | \$729.41            |
| Ward's Science            | 3942B-2019          | 8086672674                       | 01-2-011000-610-001-070 | HS science lab supply                                       | 06/27/2019 | \$67.84             |
| <b>Sub Total</b>          |                     |                                  |                         |   |            | <b>\$797.25</b>     |
| <b>Grand Total</b>        |                     |                                  |                         |   |            | <b>\$191,836.98</b> |

# Wayne Public Schools

## Check Report Depreciation Fund 7/1/2019

Begin Date: 07/01/2019; End Date: 07/01/2019; Check Type: Accounts Payable and Payroll Liability; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY18-19; Limit Results to This Cycle: Yes; Account Code Expression: [All]; Show Detail by Voucher: Yes; Created On: 6/28/2019 1:30:53 PM

| Voucher Number     | Bank Name           | Account Number | Check Number            | Payee                                   | Amount     | Type              |
|--------------------|---------------------|----------------|-------------------------|---|------------|-------------------|
| 07012019-Dep       | State Nebraska Bank | 112507         | 1001                    | Bomgaars                                | \$4,344.45 | Accounts Payable  |
| Vendor             | PO Number           | Invoice #      | Account Code            | Description                             | Issue Date | Amount            |
| Bomgaars           | 3873-2019           | 06/16/19-Dep   | 02-2-025150-730-000-000 | Cub Cadet mower & bagger/grounds equip. | 06/24/2019 | \$4,344.45        |
| <b>Sub Total</b>   |                     |                |                         |   |            | <b>\$4,344.45</b> |
| <b>Grand Total</b> |                     |                |                         |   |            | <b>\$4,344.45</b> |



# Wayne Public Schools

## Check Report General Fund 7/2/2019

Begin Date: 07/02/2019; End Date: 07/02/2019; Check Type: Accounts Payable and Payroll Liability; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY18-19; Limit Results to This Cycle: Yes; Account Code Expression: [All]; Show Detail by Voucher: Yes; Created On: 7/3/2019 8:46:42 AM

| Voucher Number         | Bank Name           | Account Number   | Check Number            | Payee   | Amount            | Type               |
|------------------------|---------------------|------------------|-------------------------|---|-------------------|--------------------|
| 07022019-GF            | State Nebraska Bank | 537047           | 19463                   | Beiermann Electric                                    | \$4,850.00        | Accounts Payable   |
| <b>Vendor</b>          | <b>PO Number</b>    | <b>Invoice #</b> | <b>Account Code</b>     | <b>Description</b>                                    | <b>Issue Date</b> | <b>Amount</b>      |
| Beiermann Electric     | 4068-2019           | 275              | 01-2-026200-431-001-010 | wire turning lathe & iron worker/HS bldg. upkeep      | 07/02/2019        | \$4,850.00         |
| <b>Sub Total</b>       |                     |                  |                         |   |                   | <b>\$4,850.00</b>  |
| 07022019-GF            | State Nebraska Bank | 537047           | 19464                   | Blick Art Materials                                   | \$167.67          | Accounts Payable   |
| <b>Vendor</b>          | <b>PO Number</b>    | <b>Invoice #</b> | <b>Account Code</b>     | <b>Description</b>                                    | <b>Issue Date</b> | <b>Amount</b>      |
| Blick Art Materials    | 4023B-2019          | 1735334          | 01-2-011000-610-001-090 | HS Art Supply- drawing pads                           | 07/02/2019        | \$167.67           |
| <b>Sub Total</b>       |                     |                  |                         |   |                   | <b>\$167.67</b>    |
| 07022019-GF            | State Nebraska Bank | 537047           | 19465                   | City of Wayne   | \$19,120.53       | Accounts Payable   |
| <b>Vendor</b>          | <b>PO Number</b>    | <b>Invoice #</b> | <b>Account Code</b>     | <b>Description</b>                                    | <b>Issue Date</b> | <b>Amount</b>      |
| City of Wayne          |                     | 07-19            | 01-2-026200-410-005-000 | EL water  |                   | \$1,028.81         |
| City of Wayne          |                     | 07-19            | 01-2-026200-410-005-000 | Prek Electricity                                      |                   | \$291.90           |
| City of Wayne          |                     | 07-19            | 01-2-026200-410-006-000 | 7/8 Water   |                   | \$390.88           |
| City of Wayne          |                     | 7/19             | 01-2-026200-622-001-000 | Electricity @ Baseball Field                          |                   | \$466.60           |
| City of Wayne          |                     | 07-19            | 01-2-026200-622-001-000 | HS Electricity  |                   | \$5,962.39         |
| City of Wayne          |                     | 07-19            | 01-2-026200-622-001-000 | HS Water  |                   | \$781.76           |
| City of Wayne          |                     | 07-19            | 01-2-026200-622-005-000 | EL electricity  |                   | \$7,217.00         |
| City of Wayne          |                     | 07-19            | 01-2-026200-622-006-000 | 7/8 electricity                                       |                   | \$2,981.19         |
| <b>Sub Total</b>       |                     |                  |                         |   |                   | <b>\$19,120.53</b> |
| 07022019-GF            | State Nebraska Bank | 537047           | 19466                   | Decker Equipment                                      | \$191.00          | Accounts Payable   |
| <b>Vendor</b>          | <b>PO Number</b>    | <b>Invoice #</b> | <b>Account Code</b>     | <b>Description</b>                                    | <b>Issue Date</b> | <b>Amount</b>      |
| Decker Equipment       | 4085-2019           | 301507B          | 01-2-026200-431-005-010 | ES bldg. maint - wastebaskets                         | 07/02/2019        | \$191.00           |
| <b>Sub Total</b>       |                     |                  |                         |   |                   | <b>\$191.00</b>    |
| 07022019-GF            | State Nebraska Bank | 537047           | 19467                   | Egan Supply Co.                                       | \$4,850.60        | Accounts Payable   |
| <b>Vendor</b>          | <b>PO Number</b>    | <b>Invoice #</b> | <b>Account Code</b>     | <b>Description</b>                                    | <b>Issue Date</b> | <b>Amount</b>      |
| Egan Supply Co.        | 4084-2019           | 302807           | 01-2-026200-610-000-000 | Dist. maint. supplies - gloves, liners, vacuums clean | 07/02/2019        | \$4,850.60         |
| <b>Sub Total</b>       |                     |                  |                         |   |                   | <b>\$4,850.60</b>  |
| 07022019-GF            | State Nebraska Bank | 537047           | 19468                   | Flinn Scientific, Inc.                                | \$13.95           | Accounts Payable   |
| <b>Vendor</b>          | <b>PO Number</b>    | <b>Invoice #</b> | <b>Account Code</b>     | <b>Description</b>                                    | <b>Issue Date</b> | <b>Amount</b>      |
| Flinn Scientific, Inc. | 3932B-2019          | 2355018          | 01-2-011000-610-001-070 | HS Science lab supply - sodium carbonate              | 07/02/2019        | \$13.95            |
| <b>Sub Total</b>       |                     |                  |                         |   |                   | <b>\$13.95</b>     |
| 07022019-GF            | State Nebraska Bank | 537047           | 19469                   | Gill Hauling, Inc.                                    | \$555.00          | Accounts Payable   |
| <b>Vendor</b>          | <b>PO Number</b>    | <b>Invoice #</b> | <b>Account Code</b>     | <b>Description</b>                                    | <b>Issue Date</b> | <b>Amount</b>      |
| Gill Hauling, Inc.     |                     | 97111314         | 01-2-026200-410-000-010 | Sanitation  |                   | \$555.00           |
| <b>Sub Total</b>       |                     |                  |                         |   |                   | <b>\$555.00</b>    |
| 07022019-GF            | State Nebraska Bank | 537047           | 19470                   | Greenview Equipment & Sales                           | \$550.00          | Accounts Payable   |
| <b>Vendor</b>          | <b>PO Number</b>    | <b>Invoice #</b> | <b>Account Code</b>     | <b>Description</b>                                    | <b>Issue Date</b> | <b>Amount</b>      |
|                        |                     |                  |                         |   |                   |                    |

|  |                     |                       |                         |   |                   |                   |
|--|---------------------|-----------------------|-------------------------|---|-------------------|-------------------|
| Greenview Equipment & Sales                | 4025-2019           | 362                   | 01-2-022300-734-001-000 | 11 used LG televisions/HS hardware                  | 07/02/2019        | \$550.00          |
| <b>Sub Total</b>                           |                     |                       |                         |   |                   | <b>\$550.00</b>   |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>       |
| 07022019-GF                                | State Nebraska Bank | 537047                | 19471                   | Jason Sears Flooring                                | \$158.28          | Accounts Payable  |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                                  | <b>Issue Date</b> | <b>Amount</b>     |
| Jason Sears Flooring                       |                     | 1991                  | 01-2-026200-431-001-010 | HS Flooring   |                   | \$158.28          |
| <b>Sub Total</b>                           |                     |                       |                         |   |                   | <b>\$158.28</b>   |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>       |
| 07022019-GF                                | State Nebraska Bank | 537047                | 19472                   | Jeanne Brink  | \$139.20          | Accounts Payable  |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                                  | <b>Issue Date</b> | <b>Amount</b>     |
| Jeanne Brink                               |                     | 7/1/2019              | 01-2-011000-580-001-000 | Brink - mileage to chemical engineering wksh @ IINI |                   | \$139.20          |
| <b>Sub Total</b>                           |                     |                       |                         |   |                   | <b>\$139.20</b>   |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>       |
| 07022019-GF                                | State Nebraska Bank | 537047                | 19473                   | Jennifer Davis                                      | \$222.72          | Accounts Payable  |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                                  | <b>Issue Date</b> | <b>Amount</b>     |
| Jennifer Davis                             |                     | 7/19                  | 01-2-027120-332-000-001 | Sped Parent Transp                                  |                   | \$222.72          |
| <b>Sub Total</b>                           |                     |                       |                         |   |                   | <b>\$222.72</b>   |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>       |
| 07022019-GF                                | State Nebraska Bank | 537047                | 19474                   | Mackin Educational Resources                        | \$667.34          | Accounts Payable  |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                                  | <b>Issue Date</b> | <b>Amount</b>     |
| Mackin Educational Resources               | 2988-2019           | 588090                | 01-2-022200-640-005-000 | ES libr. books                                      | 07/02/2019        | \$667.34          |
| <b>Sub Total</b>                           |                     |                       |                         |   |                   | <b>\$667.34</b>   |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>       |
| 07022019-GF                                | State Nebraska Bank | 537047                | 19475                   | McGraw-Hill School Education Holdings, LLC          | \$163.92          | Accounts Payable  |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                                  | <b>Issue Date</b> | <b>Amount</b>     |
| McGraw-Hill School Education Holdings, LLC | 4007-2019           | 108614965001          | 01-2-011000-643-001-000 | Online Subscription - Child Care today -H.Smith     | 07/02/2019        | \$163.92          |
| <b>Sub Total</b>                           |                     |                       |                         |   |                   | <b>\$163.92</b>   |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>       |
| 07022019-GF                                | State Nebraska Bank | 537047                | 19476                   | Mid States School Bus, Inc.                         | \$4,562.68        | Accounts Payable  |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                                  | <b>Issue Date</b> | <b>Amount</b>     |
| Mid States School Bus, Inc.                |                     | 7-1-19                | 01-2-021900-519-005-000 | EL Field Trip                                       |                   | \$247.52          |
| Mid States School Bus, Inc.                |                     | 7-1-19                | 01-2-027100-626-000-000 | Excess Fuel   |                   | \$1,708.09        |
| Mid States School Bus, Inc.                |                     | 7/1/19                | 01-2-027320-430-000-001 | Rep & Maint of Sped Bus                             |                   | \$2,607.07        |
| <b>Sub Total</b>                           |                     |                       |                         |   |                   | <b>\$4,562.68</b> |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>       |
| 07022019-GF                                | State Nebraska Bank | 537047                | 19477                   | naviTABS  | \$68.80           | Accounts Payable  |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                                  | <b>Issue Date</b> | <b>Amount</b>     |
| naviTABS                                   | 4127-2019           | 7/2/19 - Perpaid      | 01-2-025100-610-000-000 | office supplies- business office tab markers        | 07/02/2019        | \$68.80           |
| <b>Sub Total</b>                           |                     |                       |                         |   |                   | <b>\$68.80</b>    |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>       |
| 07022019-GF                                | State Nebraska Bank | 537047                | 19478                   | Northeast Nebraska News Company                     | \$195.12          | Accounts Payable  |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                                  | <b>Issue Date</b> | <b>Amount</b>     |
| Northeast Nebraska News Company            | 4060-2019           | 32781                 | 01-2-023100-540-000-000 | custodial/kitchen Help wanted ads                   | 07/02/2019        | \$195.12          |
| <b>Sub Total</b>                           |                     |                       |                         |   |                   | <b>\$195.12</b>   |
| <b>Voucher Number</b>                      | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>       |
| 07022019-GF                                | State Nebraska Bank | 537047                | 19479                   | Perry, Guthery, Haase &                             | \$249.00          | Accounts Payable  |
| <b>Vendor</b>                              | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>                                  | <b>Issue Date</b> | <b>Amount</b>     |
| Perry, Guthery, Haase &                    |                     | 6/23/19               | 01-2-023300-317-000-000 | June service - policy & Handbook                    |                   | \$249.00          |
| <b>Sub Total</b>                           |                     |                       |                         |   |                   | <b>\$249.00</b>   |

| Voucher Number                | Bank Name           | Account Number | Check Number            | Payee  | Amount      | Type               |
|-------------------------------|---------------------|----------------|-------------------------|--|-------------|--------------------|
| 07022019-GF                   | State Nebraska Bank | 537047         | 19480                   | S & S Worldwide, Inc.                            | \$54.75     | Accounts Payable   |
| Vendor                        | PO Number           | Invoice #      | Account Code            | Description                                      | Issue Date  | Amount             |
| S & S Worldwide, Inc.         | 3904B-2019          | IN100167078    | 01-2-011900-610-300-000 | Prek Supply - construction Paper                 | 07/02/2019  | \$54.75            |
| <b>Sub Total</b>              |                     |                |                         |  |             | <b>\$54.75</b>     |
| Voucher Number                | Bank Name           | Account Number | Check Number            | Payee  | Amount      | Type               |
| 07022019-GF                   | State Nebraska Bank | 537047         | 19481                   | School Specialty                                 | \$885.28    | Accounts Payable   |
| Vendor                        | PO Number           | Invoice #      | Account Code            | Description                                      | Issue Date  | Amount             |
| School Specialty              | 3899B-2019          | 308103314063   | 01-2-011000-610-001-010 | supplies/coop order                              | 07/02/2019  | \$125.84           |
| School Specialty              | 3899B-2019          | 308103314063   | 01-2-011000-610-001-070 | supplies/coop order                              | 07/02/2019  | \$120.92           |
| School Specialty              | 3899B-2019          | 308103314063   | 01-2-011000-610-005-010 | supplies/coop order                              | 07/02/2019  | \$310.10           |
| School Specialty              | 3899B-2019          | 308103314063   | 01-2-011000-610-006-010 | supplies/coop order                              | 07/02/2019  | \$91.60            |
| School Specialty              | 3899B-2019          | 308103314063   | 01-2-011900-610-300-000 | supplies/coop order                              | 07/02/2019  | \$2.27             |
| School Specialty              | 3899B-2019          | 308103314063   | 01-2-012003-610-001-011 | supplies/coop order                              | 07/02/2019  | \$9.00             |
| School Specialty              | 3899B-2019          | 308103314063   | 01-2-012003-610-005-011 | supplies/coop order                              | 07/02/2019  | \$74.38            |
| School Specialty              | 3899B-2019          | 308103314063   | 01-2-012003-610-006-011 | supplies/coop order                              | 07/02/2019  | \$19.37            |
| School Specialty              | 3899B-2019          | 308103314063   | 01-2-024100-610-001-000 | supplies/coop order                              | 07/02/2019  | \$41.65            |
| School Specialty              | 3899B-2019          | 308103314063   | 01-2-024100-610-005-000 | supplies/coop order                              | 07/02/2019  | \$75.00            |
| School Specialty              | 3899B-2019          | 308103314063   | 01-2-025100-610-000-000 | supplies/coop order                              | 07/02/2019  | \$15.15            |
| <b>Sub Total</b>              |                     |                |                         |  |             | <b>\$885.28</b>    |
| Voucher Number                | Bank Name           | Account Number | Check Number            | Payee  | Amount      | Type               |
| 07022019-GF                   | State Nebraska Bank | 537047         | 19482                   | Social Studies School Service                    | \$55.89     | Accounts Payable   |
| Vendor                        | PO Number           | Invoice #      | Account Code            | Description                                      | Issue Date  | Amount             |
| Social Studies School Service | 2996B-2019          | S1147754       | 01-2-021200-610-005-000 | EL Guidance Supplies, anger mgmt ball, CD        | 07/02/2019  | \$55.89            |
| <b>Sub Total</b>              |                     |                |                         |  |             | <b>\$55.89</b>     |
| Voucher Number                | Bank Name           | Account Number | Check Number            | Payee  | Amount      | Type               |
| 07022019-GF                   | State Nebraska Bank | 537047         | 19483                   | Sterling Computers                               | \$27,069.26 | Accounts Payable   |
| Vendor                        | PO Number           | Invoice #      | Account Code            | Description                                      | Issue Date  | Amount             |
| Sterling Computers            | 4096-2019           | 0056950        | 01-2-022300-734-005-000 | EL Hardware - Chromebook cart and 82 chromebooks | 07/02/2019  | \$27,069.26        |
| <b>Sub Total</b>              |                     |                |                         |  |             | <b>\$27,069.26</b> |
| Voucher Number                | Bank Name           | Account Number | Check Number            | Payee  | Amount      | Type               |
| 07022019-GF                   | State Nebraska Bank | 537047         | 19484                   | Synchrony Bank/Amazon                            | \$59.94     | Accounts Payable   |
| Vendor                        | PO Number           | Invoice #      | Account Code            | Description                                      | Issue Date  | Amount             |
| Synchrony Bank/Amazon         | 4058-2019           | 6/25/19        | 01-2-024100-610-001-000 | HS princ. office supply - message forms          | 07/02/2019  | \$59.94            |
| <b>Sub Total</b>              |                     |                |                         |  |             | <b>\$59.94</b>     |
| Voucher Number                | Bank Name           | Account Number | Check Number            | Payee  | Amount      | Type               |
| 07022019-GF                   | State Nebraska Bank | 537047         | 19485                   | TAESE/USU  | \$120.00    | Accounts Payable   |
| Vendor                        | PO Number           | Invoice #      | Account Code            | Description                                      | Issue Date  | Amount             |
| TAESE/USU                     |                     | FCSCY-21       | 01-2-012003-330-001-001 | Varley - Collaboration Inservice                 |             | \$60.00            |
| TAESE/USU                     |                     | FCSCY-21       | 01-2-012003-330-006-001 | Mayo - Facilitating Collaboration training       |             | \$60.00            |
| <b>Sub Total</b>              |                     |                |                         |  |             | <b>\$120.00</b>    |
| Voucher Number                | Bank Name           | Account Number | Check Number            | Payee  | Amount      | Type               |
| 07022019-GF                   | State Nebraska Bank | 537047         | 19486                   | U.S. Bank  | \$547.22    | Accounts Payable   |
| Vendor                        | PO Number           | Invoice #      | Account Code            | Description                                      | Issue Date  | Amount             |
| U.S. Bank                     |                     | 6/25/19        | 01-2-011000-610-001-060 | HS Choir music                                   |             | \$10.00            |
| U.S. Bank                     |                     | 6/25/19        | 01-2-011000-610-006-010 | credit for return of 7/8 t. Supply               |             | (\$74.86)          |
| U.S. Bank                     |                     | 6/25/19        | 01-2-011000-640-001-000 | HS Science Textbook (15)                         |             | \$147.60           |
| U.S. Bank                     |                     | 6/25/19        | 01-2-011000-640-001-000 | Music Apr Textbook (10)                          |             | \$144.34           |
| U.S. Bank                     |                     | 6/25/19        | 01-2-011900-610-300-000 | Prek Supplies- Garment rack                      |             | \$26.74            |
| U.S. Bank                     |                     | 6/25/19        | 01-2-023100-580-000-000 | Lenihan - Meals School Law Conf                  |             | \$14.61            |
| U.S. Bank                     |                     | 6/25/19        | 01-2-023100-610-000-000 | Frames for Empl Recognition awards               |             | \$124.53           |
| U.S. Bank                     |                     | 6/25/19        | 01-2-023200-580-000-000 | Lenihan , Meals - Supt meetings                  |             | \$19.70            |
| U.S. Bank                     |                     | 6/25/19        | 01-2-024100-580-300-000 | M.Beair Trave- meal                              |             | \$15.56            |

|                       |                     |                       |                         |                                  |                   |                    |
|-----------------------|---------------------|-----------------------|-------------------------|----------------------------------|-------------------|--------------------|
| U.S. Bank             |                     | 6/25/19               | 01-2-025100-890-000-000 | Amazon Prime Membership for year |                   | \$119.00           |
| <b>Sub Total</b>      |                     |                       |                         |                                  |                   | <b>\$547.22</b>    |
| <b>Voucher Number</b> | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                     | <b>Amount</b>     | <b>Type</b>        |
| 07022019-GF           | State Nebraska Bank | 537047                | 19487                   | UnbeatableSale Inc.              | \$145.51          | Accounts Payable   |
| <b>Vendor</b>         | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>               | <b>Issue Date</b> | <b>Amount</b>      |
| UnbeatableSale Inc.   | 2969-2019           | 7447022               | 01-2-011000-610-005-000 | ES P.E. supply - balls           | 07/02/2019        | \$145.51           |
| <b>Sub Total</b>      |                     |                       |                         |                                  |                   | <b>\$145.51</b>    |
| <b>Voucher Number</b> | <b>Bank Name</b>    | <b>Account Number</b> | <b>Check Number</b>     | <b>Payee</b>                     | <b>Amount</b>     | <b>Type</b>        |
| 07022019-GF           | State Nebraska Bank | 537047                | 19488                   | US Cellular                      | \$72.04           | Accounts Payable   |
| <b>Vendor</b>         | <b>PO Number</b>    | <b>Invoice #</b>      | <b>Account Code</b>     | <b>Description</b>               | <b>Issue Date</b> | <b>Amount</b>      |
| US Cellular           |                     | 0316472113            | 01-2-025100-530-000-000 | Maint cell phone                 |                   | \$72.04            |
| <b>Sub Total</b>      |                     |                       |                         |                                  |                   | <b>\$72.04</b>     |
| <b>Grand Total</b>    |                     |                       |                         |                                  |                   | <b>\$65,735.70</b> |

# Wayne Public Schools

## Check Report

Begin Date: 07/03/2019; End Date: 07/03/2019; Check Type: Accounts Payable and Payroll Liability; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY18-19; Limit Results to This Cycle: Yes; Account Code Expression: [All]; Show Detail by Voucher: Yes; Created On: 7/3/2019 11:29:10 AM

| Voucher Number               | Bank Name           | Account Number                   | Check Number            | Payee                           | Amount            | Type              |
|------------------------------|---------------------|----------------------------------|-------------------------|---------------------------------|-------------------|-------------------|
| 07032019-GF                  | State Nebraska Bank | 537047                           | 19489                   | American Broadband CLEC         | \$796.77          | Accounts Payable  |
| <b>Vendor</b>                | <b>PO Number</b>    | <b>Invoice #</b>                 | <b>Account Code</b>     | <b>Description</b>              | <b>Issue Date</b> | <b>Amount</b>     |
| American Broadband CLEC      |                     | 55442 & 31950 7/1/2019           | 01-2-011000-530-000-000 | K-12 phone                      |                   | \$530.27          |
| American Broadband CLEC      |                     | 55442 & 31950 7/1/2019           | 01-2-011900-530-300-000 | Prek phone, Internet & cable    |                   | \$266.50          |
| <b>Sub Total</b>             |                     |                                  |                         |                                 |                   | <b>\$796.77</b>   |
| 07032019-GF                  | State Nebraska Bank | 537047                           | 19490                   | Arnie's Ford                    | \$1,555.85        | Accounts Payable  |
| <b>Vendor</b>                | <b>PO Number</b>    | <b>Invoice #</b>                 | <b>Account Code</b>     | <b>Description</b>              | <b>Issue Date</b> | <b>Amount</b>     |
| Arnie's Ford                 |                     | 51965, 51993, 51994, 51997, 5200 | 01-2-013000-430-001-000 | Dr. Ed Veh                      |                   | \$117.62          |
| Arnie's Ford                 |                     | 51965, 51993, 51994, 51997, 5200 | 01-2-027300-430-000-000 | Econoline                       |                   | \$107.99          |
| Arnie's Ford                 |                     | 51965, 51993, 51994, 51997, 5200 | 01-2-027300-430-000-000 | Silver Expedition               |                   | \$108.64          |
| Arnie's Ford                 |                     | 51965, 51993, 51994, 51997, 5200 | 01-2-027300-430-000-000 | Transit connect                 |                   | \$48.45           |
| Arnie's Ford                 |                     | 51965, 51993, 51994, 51997, 5200 | 01-2-027300-430-000-000 | White Expedition                |                   | \$420.10          |
| Arnie's Ford                 |                     | 51965, 51993, 51994, 51997, 5200 | 01-2-027320-430-000-001 | Sped Flex                       |                   | \$647.22          |
| Arnie's Ford                 |                     | 51965, 51993, 51994, 51997, 5200 | 01-2-027320-430-000-001 | Sped Van                        |                   | \$105.83          |
| <b>Sub Total</b>             |                     |                                  |                         |                                 |                   | <b>\$1,555.85</b> |
| 07032019-GF                  | State Nebraska Bank | 537047                           | 19491                   | Egan Supply Co.                 | \$124.54          | Accounts Payable  |
| <b>Vendor</b>                | <b>PO Number</b>    | <b>Invoice #</b>                 | <b>Account Code</b>     | <b>Description</b>              | <b>Issue Date</b> | <b>Amount</b>     |
| Egan Supply Co.              |                     | 302568                           | 01-2-026200-431-001-010 | Cust - cleaning supplies        |                   | \$124.54          |
| <b>Sub Total</b>             |                     |                                  |                         |                                 |                   | <b>\$124.54</b>   |
| 07032019-GF                  | State Nebraska Bank | 537047                           | 19492                   | ESU #1                          | \$20.00           | Accounts Payable  |
| <b>Vendor</b>                | <b>PO Number</b>    | <b>Invoice #</b>                 | <b>Account Code</b>     | <b>Description</b>              | <b>Issue Date</b> | <b>Amount</b>     |
| ESU #1                       | 3828-2019           | R108681                          | 01-2-023200-810-000-000 | end-of-year PowerSchool session | 07/03/2019        | \$20.00           |
| <b>Sub Total</b>             |                     |                                  |                         |                                 |                   | <b>\$20.00</b>    |
| 07032019-GF                  | State Nebraska Bank | 537047                           | 19493                   | Johnson Hardware Company        | \$1,237.50        | Accounts Payable  |
| <b>Vendor</b>                | <b>PO Number</b>    | <b>Invoice #</b>                 | <b>Account Code</b>     | <b>Description</b>              | <b>Issue Date</b> | <b>Amount</b>     |
| Johnson Hardware Company     |                     | 0900689-IN                       | 01-2-026200-431-001-010 | HS Keys                         |                   | \$1,237.50        |
| <b>Sub Total</b>             |                     |                                  |                         |                                 |                   | <b>\$1,237.50</b> |
| 07032019-GF                  | State Nebraska Bank | 537047                           | 19494                   | Pac 'n' Save                    | \$110.57          | Accounts Payable  |
| <b>Vendor</b>                | <b>PO Number</b>    | <b>Invoice #</b>                 | <b>Account Code</b>     | <b>Description</b>              | <b>Issue Date</b> | <b>Amount</b>     |
| Pac 'n' Save                 | 3833-2019           | 7/1/2019                         | 01-2-023100-610-000-000 | board retreat meal              | 07/03/2019        | \$110.57          |
| <b>Sub Total</b>             |                     |                                  |                         |                                 |                   | <b>\$110.57</b>   |
| 07032019-GF                  | State Nebraska Bank | 537047                           | 19495                   | Percussion Source/West Music    | \$346.90          | Accounts Payable  |
| <b>Vendor</b>                | <b>PO Number</b>    | <b>Invoice #</b>                 | <b>Account Code</b>     | <b>Description</b>              | <b>Issue Date</b> | <b>Amount</b>     |
| Percussion Source/West Music | 4027-2019           | SI1760548                        | 01-2-011000-610-006-110 | JH band instruments/supplies    | 07/03/2019        | \$346.90          |
| <b>Sub Total</b>             |                     |                                  |                         |                                 |                   | <b>\$346.90</b>   |
| 07032019-GF                  | State Nebraska Bank | 537047                           | 19496                   | The Crete News                  | \$60.09           | Accounts Payable  |
| <b>Vendor</b>                | <b>PO Number</b>    | <b>Invoice #</b>                 | <b>Account Code</b>     | <b>Description</b>              | <b>Issue Date</b> | <b>Amount</b>     |
| The Crete News               | 4072-2019           | 111949                           | 01-2-024100-610-001-000 | office supplies                 | 07/03/2019        | \$20.24           |
| The Crete News               | 4072-2019           | 111949                           | 01-2-024100-610-005-000 | office supplies                 | 07/03/2019        | \$13.27           |
| The Crete News               | 4072-2019           | 111949                           | 01-2-025100-610-000-000 | office supplies                 | 07/03/2019        | \$26.58           |
| <b>Sub Total</b>             |                     |                                  |                         |                                 |                   | <b>\$60.09</b>    |
| <b>Grand Total</b>           |                     |                                  |                         |                                 |                   | <b>\$4,252.22</b> |

# Wayne Public Schools

## Check Report Depreciation 7/5/19

Begin Date: 07/05/2019; End Date: 07/05/2019; Check Type: Accounts Payable and Payroll Liability; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY18-19; Limit Results to This Cycle: Yes; Account Code Expression: [All]; Show Detail by Voucher: Yes; Created On: 7/3/2019 11:27:04 AM

| Voucher Number             | Bank Name           | Account Number | Check Number            | Payee                      | Amount     | Type              |
|----------------------------|---------------------|----------------|-------------------------|----------------------------|------------|-------------------|
| 07052019-Dep               | State Nebraska Bank | 112507         | 1002                    | Phipps Commercial Flooring | \$9,664.00 | Accounts Payable  |
| Vendor                     | PO Number           | Invoice #      | Account Code            | Description                | Issue Date | Amount            |
| Phipps Commercial Flooring |                     | 7/3/2019       | 02-2-029000-733-000-000 | EL Hallway                 |            | \$4,128.00        |
| Phipps Commercial Flooring |                     | 7/3/2019       | 02-2-029000-733-000-000 | HS Entry                   |            | \$1,901.00        |
| Phipps Commercial Flooring |                     | 7/3/2019       | 02-2-029000-733-000-000 | HS Rm 202                  |            | \$3,635.00        |
| <b>Sub Total</b>           |                     |                |                         |                            |            | <b>\$9,664.00</b> |
| <b>Grand Total</b>         |                     |                |                         |                            |            | <b>\$9,664.00</b> |

# Wayne Public Schools

## Check Report Building Fund 7/4/2019

Begin Date: 07/04/2019; End Date: 07/04/2019; Check Type: Accounts Payable and Payroll Liability; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY18-19; Limit Results to This Cycle: Yes; Account Code Expression: [All]; Show Detail by Voucher: Yes; Created On: 7/3/2019 11:24:55 AM

| Voucher Number                   | Bank Name           | Account Number | Check Number            | Payee                            | Amount      | Type               |
|----------------------------------|---------------------|----------------|-------------------------|----------------------------------|-------------|--------------------|
| 07042019-sink                    | State Nebraska Bank | 540935         | 1611                    | Otte Construction Company        | \$46,404.00 | Accounts Payable   |
| Vendor                           | PO Number           | Invoice #      | Account Code            | Description                      | Issue Date  | Amount             |
| Otte Construction Company        |                     | 19-073         | 08-2-025150-720-000-000 | Additional Fixtures for project  |             | \$2,142.00         |
| Otte Construction Company        |                     | 19-073         | 08-2-025150-720-000-000 | Remainder of bid for HS          |             | \$44,262.00        |
| <b>Sub Total</b>                 |                     |                |                         |                                  |             | <b>\$46,404.00</b> |
| Voucher Number                   | Bank Name           | Account Number | Check Number            | Payee                            | Amount      | Type               |
| 07042019-Sink (2)                | State Nebraska Bank | 540935         | 1612                    | Carlson West Povondra Architects | \$11,803.50 | Accounts Payable   |
| Vendor                           | PO Number           | Invoice #      | Account Code            | Description                      | Issue Date  | Amount             |
| Carlson West Povondra Architects |                     | 19115-02       | 08-2-025150-340-000-000 | 75% Project fee                  |             | \$11,700.00        |
| Carlson West Povondra Architects |                     | 19115-02       | 08-2-025150-340-000-000 | Reimb Expenses - EL HVAC Study   |             | \$103.50           |
| <b>Sub Total</b>                 |                     |                |                         |                                  |             | <b>\$11,803.50</b> |
| <b>Grand Total</b>               |                     |                |                         |                                  |             | <b>\$58,207.50</b> |

# Check Summary Report

Date: 06/01/2019 thru 06/30/2019

| Check Number | Status | Check / Void Date | Vendor Name            | PO Number                               | Description                               | Amount   |
|--------------|--------|-------------------|------------------------|---|---|----------|
| 19-13087     | O      | 06/03/2019        | JILL KARSKY            | <i>St. Fee Fund</i>                     | REFUND - DRIVERS ED                       | 250.00   |
| 19-13088     | O      | 06/03/2019        | RUSS PLAGER            | <i>FB</i>                               | REIMB./HANGERS FOR <i>equip.mn.</i>       | 14.98    |
| 19-13089     | O      | 06/03/2019        | BOMGAARS               | <i>Power Drive</i>                      | SUPPLIES                                  | 16.58    |
| 19-13090     | O      | 06/03/2019        | WAYNE ELEMENTARY       | <i>Boosters Concessions</i>             | 2018-19 CONCESSIONS <i>distribution</i>   | 1,824.44 |
| 19-13091     | O      | 06/03/2019        | WAYNE TEAMMATES        | "                                       | 2018-19 CONCESSIONS "                     | 1,126.86 |
| 19-13092     | O      | 06/03/2019        | WAYNE YOUTH WRESTLING  | "                                       | 2018-19 CONCESSIONS "                     | 1,609.80 |
| 19-13093     | O      | 06/03/2019        | JOAN HANSEN            | <i>Grades</i>                           | REIMB./BOOK BATTLE, BOOK <i>fair sup.</i> | 56.85    |
| 19-13094     | O      | 06/03/2019        | WAYNE GREENHOUSE, INC. | <i>Class of 2019</i>                    | FLOWERS FOR <i>graduation</i>             | 705.75   |
| 19-13095     | O      | 06/04/2019        | PAC 'N' SAVE           | <i>SPED trans / PFA / Staff Support</i> |   | 1,294.68 |
| 19-13096     | O      | 06/04/2019        | U. S. BANK             |   |   | 569.05   |
| 19-13097     | O      | 06/06/2019        | COPY WRITE             | <i>Musical</i>                          | SHIP SCRIPTS                              | 43.15    |
| 19-13098     | O      | 06/06/2019        | MYLISSA KRUPKA         | <i>Athletic</i>                         | REIMB./NFHS CLASS FEE                     | 55.00    |
| 19-13099     | O      | 06/11/2019        | NEBRASKA COACHES       | "                                       | MEMBERSHIP REG.                           | 1,370.00 |
| 19-13100     | O      | 06/17/2019        | NEBRASKA WESLEYAN      | <i>Cheerleaders</i>                     | REG./CHEER CAMP                           | 2,025.00 |
| 19-13101     | O      | 06/24/2019        | WAYNE STATE ATHLETICS  | <i>VB</i>                               | REG./TEAM CAMP                            | 945.00   |
| 19-13102     | O      | 06/24/2019        | ROB SWEETLAND          | <i>BB</i>                               | REFEREE PAY FOR BB                        | 150.00   |
| 19-13103     | O      | 06/24/2019        | RUSS PLAGER            | <i>FB</i>                               | REIMB./FB PLAY BOOK <i>binders</i>        | 97.37    |
| 19-13104     | O      | 06/26/2019        | WAYNE COUNTRY CLUB     | <i>Athletic</i>                         | GOLF INVITE, 5/2                          | 1,100.00 |
| 19-13105     | O      | 06/26/2019        | DAVE WRAGGE            | <i>WR</i>                               | MILEAGE/WR CAMP @ <i>Malcolm</i>          | 138.62   |

Report Total: 13,393.13

→ Credit Card purchases:

*SPED Trans.* \$ 291.61 - *Shark vac.* \$ 184.57, *Awards* \$ 107.04  
*Grades* 149.99 *online subscription (C. Wendt)*  
*Athletic* 127.45 - *donuts (4/30)* 15.98  
*donuts (5/2)* 23.97 (*golf invite*)  
*Sydes* 87.50 *timing service for TR meets on 4/9, 5/2, 5/10*



# Wayne Public Schools

## Check Report General Fund 12/7/2019

Begin Date: 07/07/2019; End Date: 07/07/2019; Check Type: Accounts Payable and Payroll Liability; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY18-19; Limit Results to This Cycle: Yes; Account Code Expression: [All]; Show Detail by Voucher: Yes; Created On: 7/8/2019 12:10:36 PM

| Voucher Number                | Bank Name           | Account Number                   | Check Number            | Payee                           | Amount     | Type             |
|-------------------------------|---------------------|----------------------------------|-------------------------|---------------------------------|------------|------------------|
| 07072019-GF                   | State Nebraska Bank | 537047                           | 19497                   | Chemsearch                      | \$977.90   | Accounts Payable |
| Vendor                        | PO Number           | Invoice #                        | Account Code            | Description                     | Issue Date | Amount           |
| Chemsearch                    |                     | 3592916                          | 01-2-026200-431-005-010 | EL water Treatment              |            | \$977.90         |
| Sub Total                     |                     |                                  |                         |                                 |            | \$977.90         |
| 07072019-GF                   | State Nebraska Bank | 537047                           | 19498                   | Gill Hauling, Inc.              | \$432.84   | Accounts Payable |
| Vendor                        | PO Number           | Invoice #                        | Account Code            | Description                     | Issue Date | Amount           |
| Gill Hauling, Inc.            |                     | 96X04431                         | 01-2-026200-410-000-010 | empty rolloff bin               |            | \$432.84         |
| Sub Total                     |                     |                                  |                         |                                 |            | \$432.84         |
| 07072019-GF                   | State Nebraska Bank | 537047                           | 19499                   | Lutt Oil                        | \$1,986.26 | Accounts Payable |
| Vendor                        | PO Number           | Invoice #                        | Account Code            | Description                     | Issue Date | Amount           |
| Lutt Oil                      |                     | 7/7/19                           | 01-2-013000-626-001-000 | Fuel Dr Ed                      |            | \$680.00         |
| Lutt Oil                      |                     | 7/7/19                           | 01-2-021900-519-001-000 | Close up                        |            | \$100.90         |
| Lutt Oil                      |                     | 7/7/19                           | 01-2-021900-519-001-000 | HS Athletics                    |            | \$535.43         |
| Lutt Oil                      |                     | 7/7/19                           | 01-2-021900-519-001-030 | Band/Choir fuel                 |            | \$66.00          |
| Lutt Oil                      |                     | 7/7/19                           | 01-2-023200-580-000-000 | Supt Fuel                       |            | \$34.50          |
| Lutt Oil                      |                     | 7/7/19                           | 01-2-026500-626-000-000 | Grounds - Fuel                  |            | \$258.80         |
| Lutt Oil                      |                     | 7/7/19                           | 01-2-027120-626-000-001 | Sped Fuel                       |            | \$310.83         |
| Sub Total                     |                     |                                  |                         |                                 |            | \$1,986.26       |
| 07072019-GF                   | State Nebraska Bank | 537047                           | 19500                   | Security Shredding Services     | \$70.00    | Accounts Payable |
| Vendor                        | PO Number           | Invoice #                        | Account Code            | Description                     | Issue Date | Amount           |
| Security Shredding Services   |                     | 70.00                            | 01-2-025100-890-000-000 | document shredding              |            | \$70.00          |
| Sub Total                     |                     |                                  |                         |                                 |            | \$70.00          |
| 07072019-GF                   | State Nebraska Bank | 537047                           | 19501                   | Tom's Body & Paint Shop, Inc.   | \$1,474.00 | Accounts Payable |
| Vendor                        | PO Number           | Invoice #                        | Account Code            | Description                     | Issue Date | Amount           |
| Tom's Body & Paint Shop, Inc. |                     | RO 031367, 031363, 031362 & 0313 | 01-2-027300-430-000-000 | Band Truck                      |            | \$230.00         |
| Tom's Body & Paint Shop, Inc. |                     | RO 031367, 031363, 031362 & 0313 | 01-2-027300-430-000-000 | transit                         |            | \$673.00         |
| Tom's Body & Paint Shop, Inc. |                     | RO 031367, 031363, 031362 & 0313 | 01-2-027300-430-000-000 | White Expedition                |            | \$295.00         |
| Tom's Body & Paint Shop, Inc. |                     | RO 031367, 031363, 031362 & 0313 | 01-2-027320-430-000-001 | Dodge (sped)                    |            | \$276.00         |
| Sub Total                     |                     |                                  |                         |                                 |            | \$1,474.00       |
| 07072019-GF                   | State Nebraska Bank | 537047                           | 19502                   | Wayne Herald                    | \$1,392.24 | Accounts Payable |
| Vendor                        | PO Number           | Invoice #                        | Account Code            | Description                     | Issue Date | Amount           |
| Wayne Herald                  |                     | 6/30/19                          | 01-2-023100-540-000-000 | Business Card Ad                |            | \$100.00         |
| Wayne Herald                  |                     | 6/30/19                          | 01-2-023100-540-000-000 | Help wanted                     |            | \$757.50         |
| Wayne Herald                  |                     | 6/30/19                          | 01-2-023100-540-000-000 | HVAC Bid                        |            | \$202.58         |
| Wayne Herald                  |                     | 6/30/19                          | 01-2-023100-540-000-000 | legals                          |            | \$232.16         |
| Wayne Herald                  |                     | 6/30/19                          | 01-2-023100-540-000-000 | website ad                      |            | \$100.00         |
| Sub Total                     |                     |                                  |                         |                                 |            | \$1,392.24       |
| 07072019-GF                   | State Nebraska Bank | 537047                           | 19503                   | Zach Heating and Cooling        | \$174.50   | Accounts Payable |
| Vendor                        | PO Number           | Invoice #                        | Account Code            | Description                     | Issue Date | Amount           |
| Zach Heating and Cooling      |                     | 15158 & 15157                    | 01-2-026200-431-001-010 | check 2 HS rooftop units        |            | \$89.50          |
| Zach Heating and Cooling      |                     | 15158 & 15157                    | 01-2-026200-431-001-010 | Move drain line in HS classroom |            | \$85.00          |
| Sub Total                     |                     |                                  |                         |                                 |            | \$174.50         |
| Grand Total                   |                     |                                  |                         |                                 |            | \$6,507.74       |

StudentsAnti-Bullying Policy

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

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

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

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

Legal Reference: Neb. Rev. Stat. § 79-2,137  
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296  
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: August 14, 2017

StudentsStudent Fees Policy

The Board of Education of Wayne Community Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

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

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

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious

radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish

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

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the current school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

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

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten

services offered by the District, except to the extent such services are required to be provided without cost.

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

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

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

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

**CERTIFICATION**

On the \_\_\_ day of \_\_\_\_\_, 20\_\_, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

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Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)  
Neb. Constitution, Article VII, section 1.  
Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)  
Neb. Rev. Stat. §79-2104 (student files or records)  
Neb. Rev. Stat. §79-715 (eye-protective devices)  
Neb. Rev. Stat. §79-737 (liability of students for damages to school books)  
Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)  
Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: June 12, 2017

**Administrative Regulation to Student Fees Policy of  
Wayne Community Schools**

**Additional Specification of Required Materials and Fees<sup>1</sup>**

| <b>Program</b>                             | <b>General Description of Fee or Material</b>  | <b>\$ Amount of Fee (Anticipated or Maximum)<sup>2</sup> or Specific Material Required</b>   |
|--|--|--|
| <b>Elementary Program</b>                  |  |  |
| Physical Education classes                 | Appropriate clothing (non-specialized attire)  | Tennis shoes and socks, running shorts, T-shirt  |
| Art classes and special projects or events | Appropriate clothing (non-specialized attire)  | Old shirt for painting; other clothing which may get paint on it or otherwise be damaged   |
| Music-Optional band Courses                | Musical instruments  | Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.  |
| Classroom supplies                         | General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc. | None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists  |
| Field Trips                                | Transportation and admission costs of field trips  | None--costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students. |
|  |  |  |

<sup>1</sup> This listing is a part of the current Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

<sup>2</sup> Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the current school year.



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| Copies  | Use of school copiers (except for one copy of the student file, which will be provided without charge).  | Ten cents (.10) per page when charges apply.   |
| School Meals  |  | Breakfast (Grades K-6)--\$1.50<br>Lunch (Grades K-6)-- \$2.45<br>Milk (Grades K-6)--\$ .40<br>Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.  |
| <b>Secondary Program (7-12)</b>   | <b>General Description of Fee or Material</b>  | <b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>   |
| Physical Education classes  | Appropriate clothing (non-specialized attire)  | Tennis shoes and socks, running shorts, T-shirt  |
| Art and shop classes and special projects, science classes                | Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair. | Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.   |
| Music-Optional band courses   | Musical instruments  | Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.   |
| Classroom Supplies  | General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.   | None—necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers. |
| Classroom Projects, i.e, Family & Consumer Science, Industrial Technology | Project Cost   | Student pays cost that is beyond the standard project provided by the school.  |
| Advanced math or science classes  | Specialized calculators  | Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment .for their personal use.   |
| Copies  | Use of school copiers (except for one copy of the student file, which will be provided without charge)   | Ten cents (.10) per page when charges apply.   |

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| School Meals                              |  | Breakfast (Grades 7-12)--\$1.50<br>Lunch (Grades 7-12)-- \$2.55<br>Milk (Grades 7-12)--\$.40<br>Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year. |
| Post-secondary education classes          | Tuition and fees for college courses taken for credit. | None—Any postsecondary education costs are to be paid directly by students to the college.  |
| End of year lost or damaged books         | Damage fee or replacement cost                         | Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00   |
| Yearbooks - Optional                      | School Book  | Yearbooks are published and made available for purchase every year. Cost is generally about \$35  |
| College entrance tests and preparation    | Prep programs & tests                                  | Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.   |
| Summer school courses                     | Classes offered during the summer, or at night, if any | Drivers education class: \$175 to \$275   |
| Locker usage                              | Use of school padlock                                  | \$5.00 fee if damaged or not returned at the end of the year.   |
| Chromebook Fee                            | Annual Chromebook maintenance fee                      | \$25.00 per school year   |
| <b>Extracurricular and other programs</b> | <b>General Description of Fee or Material</b>          | <b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>  |
| <b>Athletic Programs</b>                  |  |   |
| 1. Admission                              | Spectator fees for admission to events                 | \$5.00 per event maximum. Students may purchase an Activity Ticket for \$30.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.   |
| 2. Athletic Physicals                     | NSAA required athletic Physicals                       | Cost varies; payable directly to student's physician or clinic.   |

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|-----------------------------------|---|--|----------------------------------|
| 3. Equipment and Attire           | Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost. | Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include: |                                  |
|                                   |   | Basketball   | No additional                    |
|                                   |   | Football   | Mouthpiece                       |
|                                   |   | Golf   | Golf bag & clubs                 |
|                                   |   | Speech   | Dress attire; copies of research |
|                                   |   | Track  | No additional                    |
|                                   |   | Volleyball   | Volleyball knee pads             |
|                                   |   | Wrestling  | Wrestling head gear              |
| Cheerleading and Flag Team Squads | Shoes, approved uniforms (top & skirt; jacket), poms and other accessories  |  |                                  |
| 4. Travel meals                   | Meals   | Students are responsible for their own meals while traveling.  |                                  |
| 5. Locker use                     | Padlock for locker  | \$5.00 fee if damaged or not returned at the end of the year.  |                                  |
| 6. Camps and clinics              | Registration and other costs of camps or clinics  | Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.  |                                  |
| 7. Athletic Clubs                 | Letterman's club and other clubs supporting the athletic program  | Currently no dues required. Annual dues not to exceed \$25.00 per club.  |                                  |

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| 8. Marching Band and Musical Groups             | Equipment and attire.                       | Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00.<br>For High School Band Students an \$8.00 uniform cleaning fee is requested.<br>For Junior High Band Students a \$7.00 uniform cleaning fee is requested.<br>For High School Vocal students a \$6.00 choir robe cleaning fee is requested. |
| Vocal Music Group                               | Coordinating group attire                   | Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$130.00   |
| <b>Clubs/Organizations</b>                      |   |   |
| Future Farmers (F-F-A)                          | State & national dues, meals and activities | Annual dues not to exceed \$50.00 per club.   |
| Future Career/Community Leaders (FCCLA)         | State & national dues, meals and activities | Annual dues not to exceed \$50.00 per club.   |
| National Honor Society                          | State & national dues, meals and activities | Currently no dues required. Annual dues not to exceed \$50.00 per club.   |
| Swing Choir                                     | Attire                                      | Students are responsible for purchasing outfits and accessories.<br>Not to exceed \$150.00.   |
| All Girls Swing Choir                           | Attire                                      | Students are responsible for purchasing outfits and accessories.  |
| Student Council                                 | State & national dues, meals and activities | Currently no dues required. Annual dues not to exceed \$50.00 per club.   |
| Dance Team                                      | Uniforms                                    | Uniforms range up to \$250.00. Camp attendance is optional.   |
| Cheerleading                                    | Uniforms                                    | Uniforms range up to \$500.00. Camp attendance is optional.   |
| <b>Social &amp; Recognition Activities</b>      |   |   |
| 1. School plays, musicals and social activities | Admission to events                         | \$10.00 per play or activity  |
| 2. School dances                                | Admission to prom, homecoming, etc.         | Up to \$10.00 per event   |

|                                  |   |   |
|----------------------------------|---|---|
| 3. Class dues                    |   | Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.  |
| 4. Picture Packets               | Optional - Pictures are still taken for use in school yearbook. | Students purchase packets as desired and pay directly to photo company.   |
| 5. Senior recognition assessment | Optional graduation Activities                                  | Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs. |
| 6. Trips                         | Transportation, lodging, meals, admission to events, etc.       | For the extracurricular and options trip - Seniors' Day Out to Lincoln and Omaha, students will be assessed a \$5.00 fee and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on  |

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|  |  | the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students. |
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**APPLICATION FOR FEE WAIVER  
AND SHARING INFORMATION CONSENT  
WAYNE COMMUNITY SCHOOLS**

**FEE WAIVER REQUEST**

The Nebraska Public Elementary and Secondary Student Fee Authorization Act allows fee waivers for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. The fee waivers give qualifying students the right to not have to pay certain student fees and to be provided with specialized materials or equipment to participate in certain activities. **Specifically, the fee waiver applies to: (1) participation in extracurricular activities, and (2) use of a musical instrument in optional music courses that are not extracurricular activities.** Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section.

**The Board's Student Fee Policy states:** *Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.* To request a fee waiver, or to decline a fee waiver, complete the following:

- No! **I DO NOT** want a fee waiver for any programs or activities.
- Yes! **I DO** want a fee waiver. I request a fee waiver for the following (Note: Please describe the fee waiver, materials, or equipment requested, and the activity or course; failure to make timely request for a fee waiver for any fees, equipment, material, or instrument not listed may result in a fee waiver not being provided):

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

Activity or Course: \_\_\_\_\_

Describe fee waiver or materials or equipment requested, including amount if known:

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

Activity or Course: \_\_\_\_\_

Describe fee waiver or materials or equipment requested, including amount if known:

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

Activity or Course: \_\_\_\_\_

Describe fee waiver or materials or equipment requested, including amount if known:

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

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal/Designee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This form is to be returned to the Principal/Designee.**

**SHARING INFORMATION CONSENT**

To save you time and effort, the information you gave on your Application for Free or Reduced Meals may be shared with other programs for which your children may qualify. **For the fee waiver program, we must have your permission to share your Application for Free or Reduced Meals information in order to confirm your eligibility for a fee waiver. However, in no event will the manner in which you complete the consent form change whether your child gets free or reduced price meals.**

- No! I **DO NOT** want information from my Application for Free or Reduced Meals share for purposes of the fee waiver program.
- Yes! I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Student Identification Number: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

**For more information, you may call your school Principal.**

*Original to Superintendent*

Once this fee waiver application form is turned into the school completed correctly, the school will verify the student's free and reduced lunch status. The School will also review the items on the Application to insure consistency with the School Board's policy. The fee waived items for your student are covered by the district as long as your student is actively participating in fund raising (where applicable), and contributing to their activity.



StudentsHomeless StudentsA. General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

B. Definitions

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;

2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
  - a. Are enrolled in school which includes attending classes and participating fully in school activities;
  - b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
  - c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
  - d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information.

The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

Legal Reference: Neb. Rev. Stat. § 79-215  
Nebraska Department of Education Rule 19  
McKinney-Vento Homeless Assistance Act, 42 USC §§11431, et seq.  
Every Student Succeeds Act

Date of Adoption: August 14, 2017

Homeless Education Program

HOMELESS STUDENT ENROLLMENT INFORMATION & PLACEMENT REQUEST

Child's Name: (Last Name) (First Name) (M.I.) Birth Date: Grade

Parent/Guardian Name (Last Name) (First Name) (M.I.) Unaccompanied Youth ("Yes" or "No")

Current Address

Telephone Number: (If phone # not available, phone number of someone who can be contacted and their relationship, if any).

Information provided on this form is confidential.

1. Homeless Status

a. Do you live in any of these following situations?

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, cannot afford housing, etc.)
in a motel, hotel, campground or similar setting due to lack of alternative adequate accommodations
in emergency or transitional shelters such as domestic violence or homeless shelters or transitional housing shelter or agency
have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans
in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
None of the above.

b. How long do you anticipate living in current location?

2. School Most Recently Attended

School: (School Name) (City) (State)

Dates of Attendance: to

Grade level when last attended:

3. Eligible for any of these educational and school related activities and services?

Special Education (IDEA) If yes, please identify disability and special education services previously provided :

- English Language Learners (ELL)  Gifted  Vocational Education
- Other \_\_\_\_\_

4. Possible Barriers to Education

- No Birth Certificate  No immunizations or other medical records
- No School Records  Transportation  School Selection
- Other issues/barriers \_\_\_\_\_

5. Requested Services and Activities to be Provided by Homeless Student Program

- Obtaining or transferring records necessary for enrollment
- Emergency assistance related to school attendance
- Expedited evaluations
- Transportation  Clothing to meet a school requirement  School supplies
- Early childhood program  Tutoring or other instructional support
- Before/after-school, mentoring, summer programs
- Referrals for medical, dental, or other health services
- Referral to other programs/services
- Assistance with participation in school programs
- Parent education related to rights/resources
- Coordination between schools and agencies
- Counseling  Addressing needs related to domestic violence
- Staff professional development/awareness
- Other \_\_\_\_\_

6. Placement

a. School placement requested by parent/guardian or unaccompanied youth:

\_\_\_\_\_

b. Reason(s) for Request: \_\_\_\_\_

\_\_\_\_\_

c. Name of "School of Origin" \_\_\_\_\_

(School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled).

Enrollment Date \_\_\_\_\_

Has student been withdrawn? \_\_\_\_\_

If so, what was the withdraw date? \_\_\_\_\_

d. Distance from:

i. Residence to the school of origin (miles): \_\_\_\_\_

ii. Residence to the school requested (if not school of origin): \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian or Unaccompanied Youth's signature

\_\_\_\_\_  
Date

Children living in homeless situations have certain rights under the McKinney-Vento Homeless Assistance Act. Please contact the Homeless Coordinator with any questions.

**WRITTEN NOTIFICATION OF ENROLLMENT/PLACEMENT DECISION FOR HOMELESS STUDENT**

Child's Name: \_\_\_\_\_

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian \_\_\_\_\_ Unaccompanied Youth \_\_\_\_\_  
( Name) (Name)

After reviewing your request to enroll the child, the determinations are as follows:

**Homeless student program eligibility:**

- \_\_\_\_\_ Child does not qualify under the homeless student program.
- \_\_\_\_\_ Child qualifies under the homeless student program. This determination was based upon: \_\_\_\_\_

**Placement** (if enrolled under the homeless student program) was made based on best interest of the student. The placement will be at: \_\_\_\_\_  
( Name)

Explanation for this determination (if not school of origin or the choice of parent/guardian or unaccompanied youth, give detail): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are not satisfied with the determinations, you have the right to use the dispute resolution process. Contact the Homeless Coordinator and complete a Dispute Resolution Form.

**Notices:**

- The student has the right to be immediately admitted in the school in which enrollment is sought pending resolution of the dispute.
- You may contact the state coordinator:  
Education Specialist & Homeless Education / NCLB Programs  
Nebraska Department of Education  
<http://www.education.ne.gov/federalprograms/Title%20X.html>  
Telephone: (402) 471-1419 Facsimile: (402) 742-2371
- You may seek the assistance of advocates or attorneys.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

Written Notification Form was given to parent/guardian or unaccompanied youth on \_\_\_\_\_ (Date).

**Homeless Education Program  
DISPUTE RESOLUTION FORM**

This form should be completed when a dispute arises over school enrollment/placement.

Child's Name: \_\_\_\_\_

Person completing form: \_\_\_\_\_  
(Name) (Relation to Student)

I may be contacted at (address/phone/e-mail): \_\_\_\_\_

I wish to dispute the following decision: \_\_\_\_\_

The decision I am disputing was wrong because (give detailed information in support of your position and use an attachment if necessary): \_\_\_\_\_

Persons who have information to support my position (include contact information): \_\_\_\_\_

I request that the following action be taken on this dispute: \_\_\_\_\_

Parent or Guardian or Unaccompanied Youth's signature \_\_\_\_\_

Date \_\_\_\_\_

**-----For School Use-----**

Date received by Homeless Coordinator \_\_\_\_\_

**-----Determination of Homeless Coordinator-----**

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian \_\_\_\_\_ Unaccompanied Youth \_\_\_\_\_  
(Name) (Name)

After reviewing the information relevant to your dispute my determination is as follows:

Explanation for this determination: \_\_\_\_\_

Notice of Right to Appeal: If you are not satisfied with the determination on this dispute, you have the right to appeal as provided for in the Nebraska Department of Education Rule 19. The appeal is to be filed with the Commissioner of Education within 30 calendar days of receipt of this decision. For information about an appeal you may contact the state coordinator:



Education Specialist & Homeless Education / NCLB Programs  
Nebraska Department of Education  
<http://www.education.ne.gov/federalprograms/Title%20X.html>  
Telephone: (402) 471-1419 Facsimile: (402) 471-0117

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

The Determination of the Homeless Coordinator on this dispute was given to parent/guardian or unaccompanied youth on \_\_\_\_\_ (Date).

InstructionParental/Community Involvement in Schools

Wayne County School District 90-0017, a/k/a Wayne Community Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

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

Date of Adoption: June 12, 2017

## Special Education Policies

Wayne Community Schools adopts this special education policy with the intent that the policy maintain the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

### 1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

### 2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

### 3. Child Find

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

Legal Reference: 92 NAC 51-006.01 through 006.01A2

### 4. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

Legal Reference: 92 NAC 51-007

### **5. Least Restrictive Environment**

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Legal Reference: 92 NAC 51-008.01 through 008.011

### **6. Procedural Safeguards**

Children with disabilities and their parents shall be afforded the required procedural safeguards.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07 and 016.01 through 016.07C

### **7. Evaluation and Identification Procedures**

Children with disabilities shall be evaluated and identified in accordance with 92 NAC 51-006. The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

### **8. Confidentiality of Personally Identifiable Information**

The confidentiality of student records and information shall be maintained in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

### **9. Transition of Children from Part C to Preschool Programs**

Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 52-008. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

### **10. Children in Nonpublic Schools**

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

### **11. Personnel Standards and Personnel Development**

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

### **12. Participation in and Reporting of State and District Wide Assessments**

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

### **13. Suspension and Expulsion Rates**

The District will examine data, including data disaggregated by race and ethnicity, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

### **14. Access to Instructional Materials**

As part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, the District will enter into a written contract with the publisher of the print instructional materials to:

1. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or
2. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

### **15. Over-Identification and Disproportionality**

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child.

Legal Reference: 92 NAC 51-003.10; 006.02C

**16. Prohibition on Mandatory Medication**

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

**17. Transportation**

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.

Legal Reference: 92 NAC 51-014.01 through 014.02

**18. Surrogates**

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Legal Reference: 92 NAC 51-009.10

**19. Early Intervention Services – Consent**

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304  
Neb. Rev. Stat. § 79-1110 to 79-1167  
92 NAC 51

Date of Adoption: June 12, 2017

School District Name and Co/Dist #: Wayne Community Schools 90-0017

**CHECKLIST OF SCHOOL DISTRICT  
SPECIAL EDUCATION POLICIES, PROCEDURES AND  
PRACTICES FOR PART B OF THE IDEA**

The district has the following policies, procedures and practices in place as required by Part B of the Individuals with Disabilities Act (34 CFR 300.101 through 163 and 34 CFR 300.165 through 174) and the Nebraska Regulations and Standards for Special Education Programs (92 NAC 51):

| <b>Check and enter dates as applicable</b> |  | <b>REQUIRED POLICIES, PROCEDURES AND PRACTICES</b>   |
|--|--|--|
| <b>Yes</b><br>(Requirement is in place.)   | <b>No</b><br>(Requirement is not in place. Include date on which it will be in place.) |  |
|  |  | <p><b>1. Free Appropriate Public Education (FAPE)</b></p> <p>A free appropriate public education is available to all children with disabilities residing in the district from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled. <i>92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6</i></p>  |
|  |  | <p><b>2. Full Education Opportunity Goal</b></p> <p>The district has established policies and procedures that are consistent with Nebraska’s goal of providing a full educational opportunity to all children with disabilities and a detailed timetable for accomplishing that goal. <i>92 NAC 51-004.11A</i></p>   |
|  |  | <p><b>3. Child Find</b></p> <p>All children with disabilities residing in the district, including children with disabilities who are homeless or are wards of the state and children with disabilities attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, are identified, located and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services. <i>92 NAC 51-006.01 through 006.01A2</i></p> |
|  |  | <p><b>4. Individualized Education Program (IEP)</b></p> <p>An individualized education program, or an individualized family service plan that meets the requirements of 92 NAC 51-007, is developed, reviewed, and revised for each child with a disability. <i>92 NAC 51-007.01 through 007.10E</i></p>   |
|  |  | <p><b>5. Least Restrictive Environment (LRE)</b></p> <p>To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability of a child</p>   |



| Check and enter dates as applicable |   | REQUIRED POLICIES, PROCEDURES AND PRACTICES  |
|-------------------------------------|---|--|
| Yes<br>(Requirement is in place.)   | No<br>(Requirement is not in place. Include date on which it will be in place.) |  |
|                                     |   | is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.<br><i>92 NAC 51-008.01 through 008.011</i>  |
|                                     |   | <b>6. Procedural Safeguards</b><br>Children with disabilities and their parents are afforded the required procedural safeguards. <i>92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07 and 016.01 through 016.07C</i>  |
|                                     |   | <b>7. Evaluation Procedures</b><br>Children with disabilities are evaluated according to the procedures required by 92 NAC 51-006.   |
|                                     |   | <b>8. Confidentiality of Personally Identifiable Information</b><br>The school district shall comply with the requirements relating to the confidentiality of student records and information. <i>92 NAC 51-003.16, 003.20, 009.03 through 009.03M3</i>  |
|                                     |   | <b>9. Transition of Children from Part C to Preschool Programs</b><br>Children participating in early intervention programs under Part C and who will participate in preschool programs assisted under Part B experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 51-007.16. By the third birthday of such a child, an individualized education program or an individualized family service plan has been developed and is being implemented for the child. The local educational agency will participate in transition planning conferences arranged by the designated lead agency. <i>92 NAC 51-007.16 through 007.16B1b</i> |
|                                     |   | <b>10. Children in Nonpublic Schools</b><br>To the extent consistent with the number and location of children with disabilities in the school district who are enrolled by their parents in nonpublic elementary schools and secondary schools in the school district served by a local educational agency, provision is made for the participation of those children in the program assisted or carried out under this part by providing for such children special education and related services. <i>92 NAC 51-012.08A through 012.08E, and 015.01 through 015.09</i>  |
|                                     |   | <b>11. Personnel Qualifications</b><br>The district ensures that personnel necessary to carry out this part are appropriately and adequately prepared and trained, including that those personnel have the content knowledge and skills to serve children with disabilities. <i>92 NAC 51-010</i>  |
|                                     |   | <b>12. Participation in State and District Wide Assessments</b><br>All children with disabilities are included in all general state and district wide assessment programs, including assessments described under section 1111 of the Elementary and Secondary Education Act of 1965, with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs.   |

| Check and enter dates as applicable |   | REQUIRED POLICIES, PROCEDURES AND PRACTICES   |
|-------------------------------------|---|---|
| Yes<br>(Requirement is in place.)   | No<br>(Requirement is not in place. Include date on which it will be in place.) |   |
|                                     |   | <i>92 NAC 51-004.05 through 004.05E</i>   |
|                                     |   | <b>13. Suspension and Expulsion Rates</b><br>The school district examines data, including data disaggregated by race and ethnicity, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities. <i>92 NAC 51-004.06E</i>   |
|                                     |   | <b>14. Access to Instructional Materials</b><br>The school district as part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials enters into a written contract with the publisher of the print instructional materials to:<br>➤ Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or<br>➤ Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats. <i>92 NAC 51-004.15 through 004.15B</i> |
|                                     |   | <b>15. Over-Identification and Disproportionality</b><br>The district has in effect policies and procedures designed to prevent the inappropriate over-identification or disproportionate representation by race and ethnicity of children as children with disabilities, including children with disabilities with a particular impairment described in 92 NAC 51-003.10.  |
|                                     |   | <b>16. Prohibition on Mandatory Medication</b><br>School districts and special education and related service providers are prohibited from requiring a child to obtain a prescription for a substance covered by the Controlled Substances Act (21 U.S.C. 812(c)) as a condition of attending school, receiving an evaluation under 92 NAC 51-006, or receiving services under the IDEA.<br><i>92 NAC 51-004.11D through 004.11D2</i>   |
|                                     |   | <b>17. Transportation</b><br>The board of education shall be responsible to provide for the transportation expenses of children with disabilities who are residents of the school district.<br><i>92 NAC 51-014.01 through 014.02</i>   |

NDE Office of Special Education  
301 Centennial Mall South  
P.O. Box 94987  
Lincoln, NE 68509

NDE 06-102  
NEW 4/2011

**WAYNE JR/SR HIGH SCHOOL**

**STUDENT-PARENT**  
**HANDBOOK**  
**2019-2020**



**Wayne Jr./Sr. High School**  
611 West 7<sup>th</sup> Street  
Wayne, Nebraska 68787-1715  
402-375-3150

**Wayne Community Schools  
Wayne, Nebraska  
August, 2019**

Dear Student and Parent or Guardian:

Nebraska State Law requires that each school district develop rules and regulations regarding Student Conduct, Students' Rights and Responsibilities, Harassment Policy, Student Fees Policy, and Student's Rights and Responsibilities in Extracurricular Activities, and distribute copies to students and parents. The attached rules and regulations are in effect for the 2019-2020 school year. The entire Jr./Sr. High handbook has been shared with students/parents online. This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Wayne Jr./Sr. High School. 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. We request that you return the Acknowledgment Sheet for our files. If you have any questions regarding the attached material or the shared online handbook, please feel free to contact a building administrator.

Mr. Tucker Hight, High School Principal      Mr. Dennis Dolliver, Jr. High Principal

\* \* \* \* \*

The family of \_\_\_\_\_ (print student's name) received and had an opportunity to read the Rules and Regulations for Student Conduct and Students' Rights and Responsibilities, Harassment Policy, Student Fees Policy, and Student's Rights and Responsibilities in Extracurricular Activities for the students in Wayne Community Schools. We understand that each student is responsible for becoming familiar with the handbook and know the information contained in it.

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

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

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

\* \* \* \* \*

**More than four (4) miles from school: Yes \_\_\_\_\_ No \_\_\_\_\_**

# Lunch Hour Driving

## Grades 7-9

Campus will be closed to all students in grades 7-9.

## Grades 10-11

In order to drive or walk off campus during the lunch period, a student must have parental/guardian and administrative permission. The student may walk or drive to their home only. If permission is given, the student must get a permit from the office. Students may not transport any other student. Any student abusing the privilege will lose it and/or be subject to disciplinary actions. Students that choose to walk must be within 5 blocks of the school and students that choose to drive must live within 5 miles of the school. If a student lives further than these distances, the campus will be closed to them.

If you DO NOT want your son/daughter to have open campus, please DO NOT sign below. If left blank, campus will be closed for your son/daughter.

I DO give permission for \_\_\_\_\_ to drive or walk home  
Student's First & Last Name  
over the lunch period. We live \_\_\_\_\_ miles or \_\_\_\_\_ blocks from the Jr./Sr.

High School. Our address is: \_\_\_\_\_

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

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

## SENIORS ONLY:

With permission from parents, seniors will have an open campus over the noon hour. If you, as a parent or guardian, agree to the following stipulations, please sign and date below. I (parent name) \_\_\_\_\_ do agree to let my son/daughter leave the campus by driving or walking to go to a location of their choosing over the lunch period. I understand that only two students may ride together and I am willing to let my son/daughter ride with or drive with one other student. I realize that keeping this privilege is dependent on good student behavior, good leadership, safety, and appropriate use of the privilege. I also understand that this privilege may be revoked by administration at any time.

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

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

**\*\*No driving/walking passes or Chrome Books will be distributed until ALL handbook pages have been signed by the student and parent.\*\***

**Permit to Attend School Events/  
Medical Consent/Publicity Form  
2019-2020**

Child's name: \_\_\_\_\_

**Yes!** I hereby give my (circle one) daughter/son permission to attend school sponsored activities at various locations during his/her attendance at Wayne Jr./Sr. High School.

It is understood that the child is still under school supervision but neither the school district nor those in charge shall be held responsible in case of an accident.

**Yes! I hereby grant permission,** in the event an accident or injury does occur, for the attending physician to proceed with any medical or minor surgical treatment, x-ray examinations and immunizations for the above named student.

The administration, staff, team trainer or coach will apply first aid treatment until a doctor can be contacted. In the event of serious illness, the need for major surgery, or significant accidental injury, I understand that an attempt will be made by the attending physician to contact me in the most expeditious way possible. If said physician is not able to communicate with me, the treatment necessary for the best interest of the above named student may be given.

I/we acknowledge that parents are obligated to pay for professional medical and/or related services; the school shall not be liable for payment of such services.

I/we give our consent for administration, staff, coaches, trainers, and physicians to use their own judgment in securing medical aid and ambulance service in case the parents cannot be reached.

**Yes! I hereby grant permission for the following:** publicity, including articles in newspapers, magazines and photographic slides, can be of great benefit in enlisting support to extend special services to students. Any pictures taken of this student will be under the supervision of the teacher or administrator of the school and the use of such pictures determined and designated by them.

X \_\_\_\_\_

Parent/Guardian Signature

Date

**\*\* This form is valid through the 2019-2020 school year\*\***

## EMERGENCY INFORMATION – 2019-2020

Student Name (print) \_\_\_\_\_

Circle One: Male

Student Cell Phone: \_\_\_\_\_

Female

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade Student will be in 2019-2020 \_\_\_\_\_

Primary Contact/Relationship: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_(H)

Phone: \_\_\_\_\_(W) Phone: \_\_\_\_\_(Cell)

E-Mail Address: \_\_\_\_\_

Emergency Contact 1: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_(H)

Phone: \_\_\_\_\_(W) Phone: \_\_\_\_\_(Cell)

Emergency Contact 2: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_(H) Phone: \_\_\_\_\_(W/Cell)

List any allergies or special conditions you may have: \_\_\_\_\_

Medications or other information an emergency responder, coach or sponsor should be aware of:

Date of Last Tetanus: \_\_\_\_\_ Blood Type: \_\_\_\_\_

Do you wear glasses or contacts? (Circle which one or \_\_\_\_ No)

Hospitals and doctors want to make sure appropriate treatment is given to athletes. It is recommended that they have information from the front and back of insurance cards to assist them in providing cost effective and appropriate care.

Student's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Student's Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_ Policy

Number: \_\_\_\_\_ Name & ID# of Card Holder:

\_\_\_\_\_ \*\*If you do not carry insurance, please request either an envelope to purchase sport insurance or an insurance waiver from the school.

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

(Signature of Parent/Guardian)

## Sharing Information with Other Programs – Optional

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify.

For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.

Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application with the Guidance Office for help with Drivers Education fee (based on available funding).

Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application for the purpose of playing a school instrument in the Band Program (if there is one available) at Wayne Community Schools.

Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application with the Guidance Office for the purpose of applying for scholarships and/or waiving testing fees (if applicable).

Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application with the Technology Department for the purpose of waiving the user fee for a Chrome Book.

**If you checked “yes” to any or all of the boxes above, complete the following form to ensure that your information is shared for the child(ren) listed below. Your information will be shared only with the programs you checked.**

Child’s Name: \_\_\_\_\_ School: \_\_\_\_\_

Child’s Name: \_\_\_\_\_ School: \_\_\_\_\_

Child’s Name: \_\_\_\_\_ School: \_\_\_\_\_

Child’s Name: \_\_\_\_\_ School: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

For more information, you may call the school office at 402-375-3150.

Please return this form to: Wayne Community Schools, 611 West Seventh Street, Wayne, NE 68787 by September 1



## Wayne Jr./Sr. High School “Student Pledge” for Chromebook Use

1. Before the Chromebook is issued to me, I will return ALL the required paperwork from the student planner and pay the non-refundable \$25.00 fee\*. I understand this fee covers normal wear-and-tear, so I may have to pay for additional repairs due to negligence or replace the device if it is lost or stolen.
2. I will be prepared by bringing a charged Chromebook to class daily.
3. I will use my Chromebook in ways that are responsible, safe, appropriate, and educational.
  - I will not loan it to other individuals.
  - I will protect my Chromebook by keeping food and liquids away and carrying it in the case provided.
  - I understand that inappropriate content found on the device is subject to disciplinary action.
4. I will not disassemble any part of my Chromebook or attempt any external repairs or internal modifications.
5. I will not deface the Wayne High School Chromebook or case. Stickers are not allowed unless directed by a teacher. I understand that I will be required to remove such decorations and possibly pay appropriate fees for damage done to the Chromebook by such decorations.
6. I understand that my Chromebook is subject to inspection at any time, without notice, and remains the property of the Wayne Public School District.
7. I understand I may need to file a police report in cases of theft or vandalism.
8. I agree to return the Chromebook, case, and power cord in good working condition or pay the appropriate fees.
9. If I borrow a Chromebook from the library, I agree to return it by the end of eighth period each day. I understand that if repairs are needed, the appropriate fee will be assessed.

**I understand that this is a school owned device intended for educational purposes. I agree to the expectations stated in this document:**

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

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

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

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

\* \_\_\_\_\_ Check here if you receive free or reduced lunch, so you don't need to pay the deposit.

# Wayne Community Schools Addition to Student Code of Conduct

## ACCEPTABLE USE OF COMPUTERS AND NETWORKS

### PARENT/GUARDIAN & STUDENT AGREEMENT

In order to make sure that all members of the Wayne community understand and agree to these rules of conduct, Wayne Community Schools asks that both, you as a student user, and as a parent/guardian agree and sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Wayne Community Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Wayne Community Schools and access to the Internet. I understand that this free access is designed for educational purposes. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Wayne Community Schools, any of its employees, or any institution providing network access to Wayne Community Schools responsible for the performance of the system or the content of any material accessed through it.

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

Student's Signature: \_\_\_\_\_

I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Wayne Community Schools responsible for materials acquired or sent via the network.

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/internet use.

**Escuelas Comunitarias de Wayne  
Wayne, Nebraska  
Agosto, 2019**

Estimado Estudiante y Padre o Tutor:

La Ley Estatal de Nebraska requiere que cada distrito escolar desarrolle reglas y regulaciones con respecto a Conducta del Estudiante, Derechos y Responsabilidades del Estudiante, Política de Acoso, Política de Tarifas del Estudiante y Derechos y Responsabilidades del Estudiante en Actividades Extracurriculares, y distribuya copias a los estudiantes y padres. Las reglas y regulaciones adjuntas están vigentes para el año escolar 2019-2020. Todo el manual ha sido compartido con estudiantes y padres en línea Este manual está destinado a ser utilizado por los estudiantes, los padres' y el personal como una guía de las reglas, regulaciones e información general sobre Wayne Jr./Sr. Escuela secundaria. Aunque la información que se encuentra en este manual es detallada y específica sobre muchos temas, el manual no pretende abarcar todo para cubrir cada situación y circunstancia que pueda surgir durante cualquier día escolar o año escolar. Este manual no crea un "contrato". La administración se reserva el derecho de tomar decisiones y hacer revisiones a las reglas en cualquier momento para implementar el programa educativo y asegurar el bienestar de todos los estudiantes. Le solicitamos que devuelva la hoja de admitir de recibo, para nuestros archivos. Si tiene alguna pregunta sobre el material adjunto, no dude en ponerse en contacto con un administrador del edificio

Mr. Tucker Hight, H.S. Principal

Mr. Dennis Dolliver, Jr. High Principal

\* \* \* \* \*

La familia de \_\_\_\_\_ (imprime el nombre del estudiante) recibió y tuvo la oportunidad de leer las Reglas y Regulaciones para la Conducta Estudiantil y los Derechos y Responsabilidades de los Estudiantes, Política de Acoso, Política de Tarifas Estudiantiles y Derechos y Responsabilidades del Estudiante en Actividades Extracurriculares para los estudiantes en las Escuelas Comunitarias de Wayne. Entendemos que cada estudiante es responsable de familiarizarse con el manual y conocer la información contenida en él. Firma del

Padre/Tutor: \_\_\_\_\_

Firma del Estudiante: \_\_\_\_\_

Fecha: \_\_\_\_\_

\* \* \* \* \*

**A mas de cuatro (4) millas de la escuela: Si \_\_\_\_\_ No \_\_\_\_\_**

# Manejar fuera en la hora de almuerzo

## Grados 7-9

El campus estará cerrado para todos los estudiantes en grados 7-9.

## Grados 10-11

Para conducir o caminar fuera del campus durante el período de almuerzo, un estudiante debe tener permiso de los padres / tutores y administrativo. El estudiante puede caminar o conducir hasta su casa solamente. Si se otorga permiso, el estudiante debe obtener un permiso de la oficina. Los estudiantes no pueden transportar a ningún otro estudiante. Cualquier estudiante que abuse del privilegio lo perderá y / o estará sujeto a acciones disciplinarias. Los estudiantes que eligen caminar deben estar a 5 cuadras de la escuela y los estudiantes que eligen conducir deben vivir dentro de un radio de 5 millas de la escuela. Si un estudiante vive más allá de estas distancias, el campus estará cerrado para ellos.

**Si NO QUIERE que su hijo/a tenga un campus escolar abierto, NO firme a continuación. Si se deja en blanco, el campus estará cerrado para su hijo / hija**

Doy permiso para que \_\_\_\_\_ maneje o camine a casa  
Nombre del Estudiante  
durante el period de almuerzo. Vivimos a solo \_\_\_\_\_ millas \_\_\_\_\_ cuadras  
de la escuela Jr./Sr. High. Nuestra direccion es: \_\_\_\_\_

\_\_\_\_\_  
Firma de Padre/Tutor

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Firma del Estudiante

\_\_\_\_\_  
Fecha

### **SENIORS SOLAMENTE:**

Con el permiso de los padres, los estudiantes del grado 12 tendrán un campus abierto durante el mediodía. Si usted, como padre o tutor, acepta las siguientes estipulaciones, firme y coloque la fecha a continuación. yo (nombre de los padres)

\_\_\_\_\_ doy permiso para que mi hijo/hija salga del campus manejando o caminando para ir a un lugar de su elección durante el período de almuerzo. Entiendo que solo dos estudiantes pueden viajar juntos y estoy dispuesto a dejar que mi hijo/a viaje o maneje con otro alumno. Me doy cuenta de que mantener este privilegio depende del buen comportamiento de los estudiantes, del buen liderazgo, de la seguridad y del uso apropiado del privilegio. También entiendo que este privilegio puede ser revocado por la administración en cualquier momento.

\_\_\_\_\_  
Firma de Padre/Guardian

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Firma del Estudiante

\_\_\_\_\_  
Fecha

**No se distribuirán pases para conducir / caminar o Chrome Books hasta que TODAS las páginas del manual hayan sido firmadas por el alumno y el padre.**

## **Permiso para Asistir a Eventos Escolares/Consentimiento Medico/Formulario de Publicidad – 2019-2020**

Por la presente doy mi permiso a (circule uno) hijo/hija \_\_\_\_\_  
para asistir a actividades patrocinadas por la escuela en varios lugares durante su  
asistencia en la escuela Wayne Jr./Sr. High School.

Se entiende que mi hijo/a aun esta bajo supervision de la escuela, pero ni el distrito  
escolar ni los los encargados seran responsables en caso de accidentes.

En caso de que pase un accidente o una lesion, le otorgo permiso al medico tratante para  
proceder con cualquier tratamiento quirurgico medico o menor, exámenes de rayos X e  
inmunizaciones para el estudiante mencionado anteriormente.

.La administración, el personal, el entrenador del equipo o el entrenador aplicarán el  
tratamiento de primeros auxilios hasta que se pueda contactar a un médico. En caso de  
una enfermedad grave, la necesidad de una cirugía mayor o una lesión accidental  
significativa, entiendo que el médico tratante intentará contactarme de la manera más  
expedita posible. Si dicho médico no puede comunicarse conmigo, se podrá administrar  
el tratamiento necesario para el mejor interés del estudiante mencionado anteriormente.

Reconozco / reconocemos que los padres están obligados a pagar por servicios  
profesionales médicos y / o relacionados; la escuela no será responsable del pago de  
dichos servicios.

Doy / damos nuestro consentimiento para que la administración, el personal, los  
entrenadores, los entrenadores y los médicos utilicen su propio criterio para asegurar la  
asistencia médica y el servicio de ambulancia en caso de que no se pueda contactar a los  
padres.

La publicidad, incluye los artículos en periódicos, revistas y diapositivas fotográficas,  
puede ser de gran beneficio para obtener apoyo para extender los servicios especiales a  
los estudiantes. Cualquier foto tomada de este estudiante estará bajo la supervisión del  
maestro o administrador de la escuela y el uso de tales imágenes será determinado y  
designado por ellos.

X \_\_\_\_\_  
Firma de Padre/Guardian Fecha

**\*\* Este formulario es válido solo el año escolar 2019-2020\*\***

## INFORMACIÓN DE EMERGENCIA - 2019-2020

Nombre del Estudiante \_\_\_\_\_ Curcule uno: Masculino  
Numero de Celular del Estudiante: \_\_\_\_\_ Femenina

Direccion: \_\_\_\_\_ Ciudad: \_\_\_\_\_Codigo: \_\_\_\_\_

Fecha de Nacimiento \_\_\_/\_\_\_/\_\_\_ Grado en 2019-2020 \_\_\_\_\_

Contacto Principal/Relacion: \_\_\_\_\_

Direccion de Casa: \_\_\_\_\_ Telefono: \_\_\_\_\_(Casa)  
Telefono: \_\_\_\_\_(T) Telefono: \_\_\_\_\_(Cel)

Correo Electronico: \_\_\_\_\_

Contacto/Emergencia 1: \_\_\_\_\_ Relacion: \_\_\_\_\_

Direccion: \_\_\_\_\_ Tele: \_\_\_\_\_(C)  
Dia: \_\_\_\_\_(T) Tele.: \_\_\_\_\_(Cel)

Contacto/Emergencia 2: \_\_\_\_\_ Relacion: \_\_\_\_\_

Tele.: \_\_\_\_\_(C) Tele.: \_\_\_\_\_(T/Cell)

Haga una lista de las alergias o condiciones especiales que pueda tener:

\_\_\_\_\_

Medicamentos u otra informacion que un respondedor de emergencia, entrenador o patrocinador debe tener en cuenta: \_\_\_\_\_

Fecha de la ultima vacuna de tetanos: \_\_\_\_\_ Tipo de sangre: \_\_\_\_\_  
Usas lentes o lentes de contacto? (Circula cual o \_\_\_\_\_ No)

Los hospitales y los médicos quieren asegurarse de que se brinde el tratamiento adecuado a los atletas. Se recomienda que tengan información del anverso y reverso de las tarjetas de seguro para ayudarlas a proporcionar una atención efectiva y apropiada.

Medico del Estudiante: \_\_\_\_\_ Telefono: \_\_\_\_\_

Dentista del Estudiante: \_\_\_\_\_ Telefono: \_\_\_\_\_

Nombre de la compañía de seguro: \_\_\_\_\_

Numero de poliza: \_\_\_\_\_

Nombre y numero del titular de la targeta: \_\_\_\_\_

\*\*Si no tiene seguro, solicite un sobre para comprar un seguro deportivo o una exención de seguro de la escuela.

Fecha: \_\_\_\_\_ X \_\_\_\_\_

(Firma de Padre/Guardian)

## Compartir información con otros programas – Opcional

Estimado Padre / Tutor:

Para ahorrarle tiempo y esfuerzo, la información que proporcionó en su Solicitud de Comidas Escolares Gratuitas o de Precio Reducido se puede compartir con otros programas para los cuales su hijo/a pueda calificar.

Para los siguientes programas, debemos tener su permiso para compartir su información. Enviar de esta forma no cambiará si sus hijos reciben comidas gratis oa precio reducido.

¡Sí! QUIERO que los oficiales de la escuela compartan información de mi Solicitud de Comidas Escolares para ayuda con la tarifa de Educacion de Conducir (segun los fondos disponibles).

¡Sí! QUIERO que los oficiales de la escuela compartan información de mi Solicitud de Comidas Escolares Gratis o Precio Reducido con el propósito de tocar un instrumento escolar en el Programa de Banda (si hay uno disponible) en las Escuelas Comunitarias de Wayne.

¡Sí! QUIERO que los oficiales de la escuela compartan información de mi Solicitud de Comidas Escolares Gratis o de Precio Reducido con la Oficina de Orientación con el propósito de solicitar becas y / o exonerar las tarifas de las pruebas (si corresponde).

¡Sí! QUIERO que los oficiales de la escuela compartan información de mi Solicitud de Comidas Escolares Gratis o de Precio Reducido con el Departamento de Tecnología con el propósito de eliminar la tarifa del usuario de un Libro Chrome.

Si marcó "sí" en alguno de los recuadros anteriores, complete el siguiente formulario para asegurarse de que su información se comparta con el / los niño / s que se detallan a continuación. Su información será compartida solo con los programas que marcó.

Nombre de estudiante: \_\_\_\_\_ Escuela: \_\_\_\_\_

Nombre de estudiante: \_\_\_\_\_ Escuela: \_\_\_\_\_

Nombre de estudiante: \_\_\_\_\_ Escuela: \_\_\_\_\_

Nombre de estudiante: \_\_\_\_\_ Escuela: \_\_\_\_\_

Firma de Padre/Guardian: \_\_\_\_\_

Fecha: \_\_\_\_\_

Nombre impreso: \_\_\_\_\_

Direccion: \_\_\_\_\_

**Para mas informacion, puede llamar a la oficina de la escuela al 402-375-3150. Por favor devuelva este formulario a: Wayne Community Schools, 611 West Seventh Street, Wayne, NE 68787 by September 1**

## **Wayne Jr./Sr. High School**

### **“Compromiso de Alumno” Para el Uso del Chromebook**

1. Antes de que se me entregue el Chromebook, devolveré TODO la documentación requerida del planificador estudiantil y pagar la tarifa no reembolsable de \$25.00 \*. yo entiendo que esta tarifa cubre el desgaste normal, por lo que podría tener que pagar por reparaciones adicionales debido a negligencia o reemplazar el dispositivo si se pierde o es robado.
2. Estaré preparado al traer un Chromebook cargado a la clase todos los días.
3. Usaré mi Chromebook de manera responsable, segura, apropiada y educativo.
  - No lo prestaré a otras personas.
  - Protegeré mi Chromebook manteniendo los alimentos y líquidos alejados y llevándolo en el estuche provisto.
  - Entiendo que el contenido inapropiado que se encuentra en el dispositivo está sujeto a medidas disciplinarias.
4. No desarmare ninguna parte de mi Chromebook ni intentaré ninguna función externa reparaciones o modificaciones internas.
5. No desfiguraré el Chromebook o la funda de Wayne High School. Stickers no son permitidos a menos que lo indique un maestro. Entiendo que se me pedirá q e elimine dichas decoraciones y posiblemente pague las tarifas correspondientes por daños causados al Chromebook por dichas decoraciones.
6. Entiendo que mi Chromebook está sujeto a inspección en cualquier momento, sin previo aviso, y sigue siendo propiedad del Distrito de Escuelas Públicas de Wayne.
7. Entiendo que es posible que deba presentar un informe policial en casos de robo o vandalismo.
8. Acepto devolver el Chromebook, el estuche y el cable de carga en buena condicion de funcionamiento o pagar las tarifas apropiadas.
9. Si tomo prestado un Chromebook de la biblioteca, acepto devolverlo al final de octavo período cada día. Entiendo que si se necesitan reparaciones, se cobrará la tarifa correspondiente.

**Entiendo que este es un dispositivo de propiedad de la escuela destinado a fines propósitos educativos. Estoy de acuerdo con las expectativas establecidas en este documento:**

**Nombre del Estudiante:** \_\_\_\_\_

**Firma del Estudiante:** \_\_\_\_\_ **Fecha:** \_\_\_\_\_

**Nombre de Padres:** \_\_\_\_\_

**Firma de Padres:** \_\_\_\_\_ **Fecha:** \_\_\_\_\_

\* \_\_\_\_\_ **Marque aquí si recibe almuerzo gratis o reducido, para que no Necesite pagar el depósito.**



# **Escuelas comunitarias de Wayne Adición al Código de Conducta Estudiantil**

## **USO ACEPTABLE DE COMPUTADORAS Y REDES**

### **ACUERDO DE PADRE / TUTOR Y ESTUDIANTE**

Para asegurarse de que todos los miembros de la comunidad de Wayne entiendan y estén de acuerdo con estas reglas de conducta, Wayne Community Schools solicita que tanto usted como usuario de los estudiantes y como padre/tutor acuerden y firmen la siguiente declaración:

He recibido una copia de, y he leído, la Política de Seguridad en Internet y Uso Aceptable adoptada por las Escuelas Comunitarias de Wayne, y entiendo y cumpliré con las pautas y condiciones del distrito para el uso de las instalaciones de las Escuelas Comunitarias de Wayne y acceso a Internet. Entiendo que este acceso gratuito está diseñado con fines educativos. Además, entiendo que cualquier violación de las pautas del distrito no es ética y puede constituir una ofensa criminal. Debo cometer alguna violación, mis privilegios de acceso serán revocados. Acción disciplinaria escolar y / o acción legal apropiada será tomada.

Acepto no hacer responsables a Wayne Community Schools, a ninguno de sus empleados ni a ninguna institución que proporcione acceso a la red a Wayne Community Schools por el rendimiento del sistema o el contenido de cualquier material al que se acceda a través de él.

Nombre del Estudiante: \_\_\_\_\_

Firma del Estudiante: \_\_\_\_\_

Otorgo permiso para que mi hijo o hija acceda a servicios informáticos en red, como correo electrónico (correo electrónico) e Internet. También reconozco que es imposible restringir el acceso a todos los materiales controvertidos y no responsabilizaré a las Escuelas Comunitarias de Wayne por los materiales adquiridos o enviados a través de la red.

Nombre de Padres: \_\_\_\_\_

Firma de Padres: \_\_\_\_\_

Fecha: \_\_\_\_\_

Este formulario será retenido en archivo por autorizado designado por la facultad por la duración de la aplicación uso de la computadora / red / internet.

# STUDENT - PARENT HANDBOOK OF WAYNE JR/SR High SCHOOL 2019-2020

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## **Principals' Message**

Dear Parents and Students of Wayne Jr./Sr. High School,

Welcome to the 2019-2020 school year. We are excited and honored to serve as the principals of Wayne Jr./Sr. High School! All teachers and staff and are excited to start a new year, and we are ready to continue the process of creating exceptional and effective learning opportunities while creating numerous memories. Together, with your support, input, and cooperation, we can offer the best possible programs and opportunities.

This handbook should serve as a source of information and will guide you throughout the year. All students and parents should become thoroughly acquainted with the contents of this handbook. It contains general information and explains the rules and regulations of our school. These rules and regulations are not intended as a means of restricting your rights or freedom, but to insure that the best possible educational experience is available to all students through supporting you in your efforts to learn and exhibit those which are appropriate.

Success is dependent on us working together as a team. If we work together, nothing can prevent us from being a top-performing school that provides outstanding educational opportunities for every student, every day and being a source of pride for and an asset to our community. If we work together, nothing can prevent us from preparing all students to pursue their goals for the future. Have a great and safe year at Wayne Jr./Sr. High School!

School is most effective when built on collaboration between the parents, students, and staff.

Sincerely,

Mr. Tucker Hight, Sr. High School Principal  
Mr. Dennis Dolliver, Jr. High School Principal

**Wayne Jr./Sr. School Student-Parent Handbook  
2019-2020 School Year**

**Foreword**

**Section 1 Intent of Handbook**

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

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

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

| <b>Name</b>                   | <b>Contact Information</b> |
|-------------------------------|----------------------------|
| Wendy Consoli, President      | 402-375-3150               |
| Jaime Manz, Vice President    | 402-375-3150               |
| Deb Daum, Secretary/Treasurer | 402-375-3150               |
| Jodi Pulfer                   | 402-375-3150               |
| Sylvia Ruhl                   | 402-375-3150               |
| Justin Davis                  | 402-375-3150               |
| Lynn Junck                    | 402-375-3150               |

**Section 3 Administrative Staff**

| <b>Name</b>  | <b>Position</b> | <b>School</b> | <b>Contact Information</b>   |
|--------------|-----------------|---------------|--|
| Mark Lenihan | Superintendent  |               | <a href="mailto:malenih1@waynebluedevels.org">malenih1@waynebluedevels.org</a><br>402-375-3150 |

|                 |                             |                          |  |
|-----------------|-----------------------------|--------------------------|--|
| Tucker Hight    | Principal                   | Wayne High School        | <a href="mailto:tuhight1@waynebluedevels.org">tuhight1@waynebluedevels.org</a><br>402-375-3150 |
| Dennis Dolliver | Principal/Athletic Director | Wayne Junior High School | <a href="mailto:dedolli1@waynebluedevels.org">dedolli1@waynebluedevels.org</a><br>402-375-3150 |
| Misty Bear      | Special Education Director  | Early Learning Center    | <a href="mailto:mibear1@waynebluedevels.org">mibear1@waynebluedevels.org</a><br>402-833-1450   |

**Section 4 Teaching Staff - Wayne Jr./Sr. High School**

| Name             | Department            |
|------------------|-----------------------|
| Tracy Anderson   | Vocal Music           |
| Terry Bear       | Physical Education    |
| Jeanne Brink     | Science               |
| Anthony Cantrell | Industrial Technology |
| Diana Davis      | Business Education    |
| Brendan Dorcey   | Social Sciences       |
| Christa Dutcher  | Spanish               |
| Lauren Gilliland | Math                  |
| Carolyn Harder   | Nurse                 |
| Dale Hochstein   | Science               |
| Adam Hoffman     | Math                  |
| Terri Hypse      | English               |
| Amy Jackson      | Art                   |
| Lisa Janke       | Science               |
| Josh Johnson     | Social Sciences       |
| Rachel Kerby     | School Psychologist   |
| Lindsey Knutson  | School Counselor      |

| Name               | Department                |
|--------------------|---------------------------|
| Kiley Koch         | Business/Spanish          |
| Mallorie Koch      | ELL                       |
| Traci Krusemark    | Math/English              |
| Hannah Mayo        | Family & Consumer Science |
| Jesse Mayo         | Special Education         |
| Kristine Muir      | English                   |
| Julie Osnes        | Library/Media             |
| Toni Rasmussen     | Ag Education/FFA          |
| Stephanie Reynolds | Math                      |
| Matthew Schaub     | Social Studies            |
| Dwaine Spieker     | English                   |
| Rob Sweetland      | Physical Education        |
| Kara Thompson      | Speech Therapist          |
| Kayla Varley       | Special Education         |
| Pam Vander Veen    | English                   |
| Alex Wieland       | Instrumental Music        |
| Dave Wragge        | Science                   |



**Section 5 Support Staff**

| <b>Name</b>     | <b>Position</b>                |
|-----------------|--------------------------------|
| Deb Daum        | Superintendent Assistant       |
| Pam Anderson    | High School Secretary          |
| Lori Dickes     | Junior High/Athletic Secretary |
| Jenny Hopkins   | School Counselor Secretary     |
| Rochelle Nelson | Business Manager               |
| Diane Peters    | Assistant Bookkeeper           |
| Judy Poehlman   | Food Service Manager           |
| Ben Promes      | Technology Director            |
| Jordan Widner   | Director of Maintenance        |

**Section 6 School Calendar**

See 2019-2020 School year calendar attached hereto as Appendix A.

**Section 7 District Expectations/Character Traits/K-12 Rights and Responsibilities**

**District Expectations**

**Character Traits**

|  |   |
|--|---|
| <b>BE RESPONSIBLE/<br/>BE PREPARED</b> | <ul style="list-style-type: none"> <li>• Be on time</li> <li>• Be ready to learn</li> <li>• Have assignments complete and ready to hand in</li> <li>• Have needed tools—pencils, colors, etc.</li> </ul>  |
| <b>BE RESPECTFUL</b>                   | <ul style="list-style-type: none"> <li>• To self</li> <li>• To others</li> <li>• To property</li> </ul>   |
| <b>BE SAFE/DO THE RIGHT THING</b>      | <ul style="list-style-type: none"> <li>• Enter room quietly and get right to work</li> <li>• Follow instructions the first time</li> <li>• Complete work</li> <li>• Listen, participate, and cooperate</li> <li>• Keep hands, feet, and materials to self</li> <li>• Take responsibility for your own learning and actions</li> </ul> |

|                           |
|---------------------------|
| <b>1: Respectful</b>      |
| <b>2: Responsibility</b>  |
| <b>3: Honesty/Trust</b>   |
| <b>4: Caring/Fairness</b> |
| <b>5: Perseverance</b>    |
| <b>6: Self-Discipline</b> |
| <b>7: Courage</b>         |
| <b>8: Citizenship</b>     |

## **K-12 Rights and Responsibilities**

### **The Rights**

of the Students are to:

- learn in a safe and caring environment.
- be treated with respect and dignity.
- be actively involved in learning.
- express their opinions appropriately

of the Staff Members are to:

- teach in a safe and caring environment.
- be treated with respect and dignity.
- teach and guide students.
- receive cooperation from students.

### **The Responsibilities**

of the Administration are to:

- implement and consistently follow school-wide student management plan.
- provide opportunities to train all staff, parents/guardians, and students in the implementation of the student management plan.
- inform teachers and/or parents/guardians of disciplinary actions taken when applicable.
- develop a partnership with parents and community.

of the Teaching Staff are to:

- teach, model, and review appropriate learning skills in a positive environment.
- establish and implement classroom rules and procedures consistent with the student management plan.
- be consistent in administering consequences according to the student management plan.
- maintain communication with parents/guardians regarding student progress.
- develop a partnership with parents/guardians and community.

of the Students are to:

- be prepared to learn.
- participate in class.
- complete assignments on time.
- follow rules and regulations and accept the consequences of their actions.
- respect the rights and property of others.

of the Parents /Guardians are to:

- know the rules and consequences of the student management plan.
- teach respect, the school guidelines, and appropriate behavior.
- support school policy.
- develop a partnership with the school.
- support students' activities in school and the community.

of the Community are to:

- provide an atmosphere of safety and support for students.
- act as a cooperative partner of the school in an educational/business role.

## Article 1 – Mission and Goals

### **Section 1 School Mission/Vision Statement**

The Mission of Wayne Community Schools – “Working in partnership with families and communities it serves, is to develop well-educated life-long learners. Wayne Community Schools promotes academic excellence, creativity, and a love of learning, within a caring and secure environment. Utilizing a variety of instructional strategies, Wayne Community Schools is committed to the success of all students.”

The Vision of Wayne Community Schools - “Learning for Life, Every Student, Every Day.”

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

The goals and objectives of the Wayne Community Schools are to provide:

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

## Article 1 - Philosophy, Goals, Objectives

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

### **Section 3 Mutual Respect**

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

### **Section 4 Complaint Procedures**

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

## Article 1 - Philosophy, Goals, Objectives

### 1. Complaint procedure

- Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
- Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.
- Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.
- Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

### 2. Conditions Applicable to All Levels of Complaint Procedure

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

## Article 2 – School Day

### **Section 1 Daily Schedule – Jr/Sr High School**

Regular school hours are 8:00 a.m. to 4:00 p.m. with students attending classes from 8:05 a.m. to 3:35 p.m.

**See Appendix B for specific bell schedules**

### **Section 2 Severe Weather and School Cancellations**

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. In cases of storms or bad weather when it becomes necessary to close the school, students and parents are urged to tune radios to the local radio station, KTCH AM/FM, and listen for announcements. When it is known before school hours that school will be closed for that day, the radio announcement will generally be made several times between 6:30 and 8:00 A.M. When it becomes necessary to terminate school during the school day due to bad weather conditions, a radio announcement will be made about one hour prior to the dismissal of students and repeated several times after that. It is important to keep a current phone number on file as Blackboard connect phone messages will also be sent when necessary.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate

## Article 2 – School Day

causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

### Section 3 Open-Closed Campus

All students are required to remain on campus during the school day, with the exception of 10<sup>th</sup>-12<sup>th</sup> grade who are allowed to leave campus during lunch with written parent permission.

Grades 7-9: Campus will be closed to all students in grades 7-9.

Grades 10-11: In order to drive or walk off campus during the lunch period, a student must have parental/ guardian and administrative permission. The student may walk or drive to **their home only**. If permission is given, the student must get a permit from the office. Students may not transport any other student. Any student abusing the privilege will lose it and/or be subject to disciplinary actions. Students that choose to walk must be within 5 blocks of the school and students that choose to drive must live within 5 miles of the school. If a student lives further than these distances, the campus will be closed to them.

Grade 12: With permission from parents, seniors will have an open campus over the noon hour. Only two students may ride together.

### Section 4– School Meals

School meals may be purchased each day by Jr./Sr. High School students. Meal prices are set annually before the school year begins. Meal prices will be posted in the school newsletter, on the monthly menu, on the school website, and in The Wayne Herald newspaper. Students may deposit money in their meal accounts between the times of 7:30 and 8:05 a.m., and between first and second period. Students who bring sack lunches are to eat in the Commons. Milk may be purchased separately to drink with a sack lunch. **Food or drinks from outside school during school lunch hours (11:00 a.m. - 1:00 p.m.) are not allowed in the building.** *Students with a negative balance are not allowed to buy ala carte items.*

The USDA Policy 94-77 state: “Under Federal law, there is no requirement that children paying the reduced or full price be given credit which permits them to charge the price of meals when they don’t have money with them to pay.” As a courtesy, Wayne Community Schools will continue serve meals until the family lunch balance reaches **negative** \$25.00. At that time, students will not be allowed to eat school meals. Once a positive account balance is established, students will be allowed

## Article 2 – School Day

to resume eating school meals. Families will be sent a statement by mail (every Wednesday) when their balance reaches **negative** \$10 or more. A call from the school office will be made when an account reaches **negative** \$25.00.

Families using the meal program may access their account information online. You can check your account balance at any time, and view two weeks' worth of meal purchases for your family members. To get your login and password, please contact your school. To access the site, please go to the Wayne Community Schools website <http://schools.waynenc.org>, press the Technology button on the left side. Once there, press the Lunch Program button on the site.

### **Section 5      Supervision Responsibility Before/After School**

#### Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 30 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas. Early morning practices or club meetings may take place and will be under the supervision of the coach/sponsor.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention, etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

#### Signing a Child In and Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

## Article 2 – School Day

### Supervision at Dismissal

Students are expected to leave school within 10 minutes of the end of the day, unless they are participating in an extra-curricular activity, or under direct supervision of a teacher or administrator.

### Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

### **Section 6 Emergency Evacuation Lockout and Lockdown**

Tornado, earthquake, and fire drills are conducted according to the requirements of state law.

Procedures are posted in each classroom. Tampering with fire safety equipment or deliberately setting off fire alarm equipment is a serious offense. Such an act is grounds for suspension or expulsion and may be accompanied by a complaint filed with the State Fire Marshal.

### **Section 7 Wayne Community Schools Emergency Response Plan Managing Student Release to Parents/Guardians**

General Emergency Information:

It is everyone's hope that there will never be a need to enact the following emergency procedures. Being prepared in the event of an emergency or disaster is a responsibility the Wayne Community Schools has to the students and families of our community, and is a responsibility that is taken very seriously. Thank you for taking the time to review this emergency information and these emergency procedures. All staff have been trained in the implementation of our Emergency Plan. Students have been trained through drills of various disasters.

Wayne Community Schools are well prepared to deal with emergency situations. A detailed Emergency Response Plan is in place for all staff to follow. Teams have been set up to handle the safety of the students and communication to the public.

If there is an emergency during the school day, the safety and well-being of the students will be the highest priority. Staff members are required by state law to serve as emergency workers, and staff will be on site to care for students, no matter how long it takes to reunite students with their families.



Certain situations may involve releasing students from school or relocating them at a time when parents expect their children to be at school. Such actions are authorized by the superintendent or principal only in times of extreme emergency.

Specific procedures, as described in this packet, are established to maintain a safe and secure environment during what will likely be a very stressful time. All parents/guardians will be asked to follow the direction of staff and volunteers. We ask that all individuals remain calm and patient. It is truly in the best interest of every child that all adults present in emergency situations are patient while cooperating with established emergency procedures.

### **In Case of Emergency:**

Please DO NOT call the school!

Listen to local radio and check social media for information:

KTCH

Facebook: [www.facebook.com/Wayne-Community-Schools](http://www.facebook.com/Wayne-Community-Schools)

Twitter: Wayne Blue Devils@WayneSchools

### **To Prepare for an Emergency**

- It is critical that parents/guardians keep the information for emergency contacts at the school office up-to-date.
- Parents/Guardians should confirm that the school has the current cell phone or other phone numbers to be used in case of an emergency.

### **Student Release:**

Certain situations may involve releasing students from school or relocating them to an alternate site. Such actions are authorized by the superintendent or principals only in times of extreme emergency.

### **Guidance for Parents:**

- Remain calm!
- Please DO NOT CALL THE SCHOOL!
- If telephone lines are operational, each school will notify parents/guardians, at the telephone number provided on the Emergency Form.
- DO NOT automatically rush to the school.

### **Guidance for Parents Involving Child Pick-up:**

- Parents/guardians will be notified when and where their child may be picked up.
- Please DO NOT park in the parking lots or directly around the schools. These areas are reserved for emergency vehicle parking.
- Students will be released to parents/guardians ONLY – Photo ID is required.
  - Students will be out of sight to parents/guardians. Staff will bring your child to you. Please be respectful of this rule.
- Plan on picking up your youngest student first.
- Plan on the check-out procedure taking time – PATIENCE!

Thank you for your cooperation in this!

## Article 3 – Use of Building and Grounds

### **Section 1      Visitors**

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

### **Section 2      Smoke-Free Environment**

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

### **Section 3      Care of School Property**

1.      Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
  
2.      Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

### **Section 4      Lockers/Book Bags**

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Book bags are to be used to carry books and school supplies to and from school. In grades 7 and 8 the bags should be stored in their school or P.E. locker during the day (8:05 – 3:35). For grades 9-12, book bags will be permitted in classrooms only by teacher permission. Book bags should never be stored on the floor outside a classroom, in front of a locker or in the lunch room during lunch hours.

### **Section 5      Searches of Lockers and Other Types of Searches**

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration.

The following rules apply to searches of students and of a student's personal property and to the

## Article 3 – Use of Building and Grounds

seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.
3. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
4. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

### **Section 6 Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **Section 7 Use of Telephone**

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. There is a courtesy phone available for student use in the office. Use of the phone is not an excuse to be tardy to class.

### **Section 8 Bicycles**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks and licenses. The school is not responsible for damage or theft of parts while bicycles are on school property.

### **Section 9 Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the

## Article 3 – Use of Building and Grounds

school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

### **Section 10 Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

### **Section 11 Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

### **Section 12 Laboratory Safety Glasses**

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

### **Section 13 Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

### **Section 14 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

### **Section 15 Copyright and Fair Use Policy**

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a

## Article 3 – Use of Building and Grounds

particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## **Article 4 – Attendance**

### **Section 1 Attendance Policy**

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

### **Section 2 Attendance and Absences**

Excused and Unexcused Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. Each student must bring a signed note from a parent/guardian to be readmitted to class. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
  - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
  - b. Illness which causes a student to be absent from school.
  - c. Doctor or dental appointment which require student to be absent from school.
  - d. Court appearances that are required by a court order and the student is not responsible for needing to be in court.
  - e. School sponsored activities which require students to be absent from school.
  - f. Family trips in which student accompanies parent(s)/legal guardian(s).
  - g. Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two (2) reasons, depending on circumstances such as the student’s absence record, the student’s academic status, the tests or

other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

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

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Excessive tardiness to class will be reported to parents and the principal.

**If a student is more than 15 minutes late to a class, it will be counted as an absence.**

**If a student goes home sick throughout the day, they should not attend any school activities the remainder of the day or evening.**

**Students in ISS/OSS may not attend, practice, or participate in any extra-curricular activity on the day(s) of the suspension.**

Leaving School or Class. Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

Appeal for Credit. Students must appeal for credit after having more than ten (10) non-school related absences per semester. The student appeals to the Appeal for Credit Committee. The committee is made up of department chairs. Students will have three to four minutes to explain why they missed school. This committee and each student's teachers will decide if credit is granted or denied. Failure to appeal for credit may result in automatic loss of credit.

College Visits. Juniors and Seniors are allowed to make two college visits per year. These should be planned in advance and pre-makeup slips should be completed before the student leaves. These two absences will be classified as school activities and shall not be counted against the ten-day maximum.

## Article 4 – Attendance

### **Section 3      Absence Procedures**

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office. A conditional admit slip, good for two (2) days, may be issued to allow time to bring an excuse, in case no excuse has been provided upon returning to school. Work must be made up within the time allowed on the admit slip.

### **Section 4      Make-up Work**

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

Any student absent from school for two days or more may call the principal's office (before 10:00 a.m. of the second day) and pick up assignments after 3:35. As a general rule each teacher determines the amount of time given to make up work following absence from school. It is recommended that work be made up in a 7-10 day period. Assignment sheets will be sent only for extended absences such as chicken pox, hospitalization, or other prolonged illnesses. If parents or students have concerns prior to the two (2) days, they are encouraged to contact individual teachers.

### **Section 5      Attendance is Required to Participate in Activities**

All extra-curricular participants must be in attendance at school the immediate ½ day school is in session prior to the contest or practice. Before school practices require a student's attendance immediately following the before school practice. A student failing to report to classes following a before school practice will incur an unexcused absence. All participants must be in school during the a.m. following a weeknight activity to attend practice that day. Students who miss on Friday afternoon may be eligible for Saturday extracurricular activities.

### **Section 6      Truancy**

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for

Article 4 – Attendance

elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) excused/unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

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**Section 1 Grading System**

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

|    |     |        |  |    |     |          |
|----|-----|--------|--|----|-----|----------|
| A  | 4.0 | 95-100 |  | C  | 2.0 | 78-81    |
| A- | 3.7 | 93-94  |  | C- | 1.7 | 75-77    |
| B+ | 3.3 | 90-92  |  | D+ | 1.3 | 72-74    |
| B  | 3.0 | 87-89  |  | D  | 1.0 | 68-71    |
| B- | 2.7 | 85-86  |  | D- | .7  | 65-67    |
| C+ | 2.3 | 82-84  |  | F  | 0   | Below 65 |

Each teacher will define the grading procedures to be used in their classes.



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**Section 2 Graduation Requirements**

To participate in commencement exercises or receive a Wayne Community Schools’ diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

To be eligible for graduation from Wayne High School, a student must have earned a minimum of 220 semester hours credit in grades 9 through 12 inclusive. A minimum of 40 earned semester hours credits must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

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

|                      |                    |
|----------------------|--------------------|
| English              | 40 semester hours  |
| Social Sciences      | 30 semester hours  |
| Science              | 30 semester hours  |
| Math                 | 30 semester hours  |
| P.E. and Health      | 10 semester hours  |
| Fine Arts            | 10 Semester hours  |
| Business/Keyboarding | 5 Semester hours   |
| Electives            | 65 Semester hours  |
|                      |                    |
| Total                | 220 Semester hours |

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

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

**Section 3 Promotion and Retention**

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

**Section 4 Schedule Changes/Course Withdrawals**

This is done first semester within the first week of classes. Second semester changes are made during the two weeks prior to the start of second semester.

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Students needing schedule changes should notify the Principal. Schedule changes must be initiated by the teachers involved, the Principal or counselor, and the student's parent. Final approval of all schedule changes will be made by the Principal only.

Course Withdrawals - A student may withdraw from a class during the first or third school quarters if they are enrolled in a full schedule of classes (i.e. eight during an eight period day) and have parental and school approval. No official grade or credits will be issued. Withdrawal from a course beyond the change of schedule time period (one week each semester) for students enrolled in less than a full schedule of classes (seven or fewer), will result in a failing semester grade being placed on the transcript and no credits issued. Any student withdrawing from a class during second quarter or fourth quarter will be issued a failing semester grade and no credits. In all cases, approval to withdraw from a course must be given by parents and school officials.

### **Section 5 Interim Reports**

Various supplemental reports may be made available to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

### **Section 6 Report Cards**

Report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

### **Section 7 Parent-Teacher Conferences**

Parent-teacher conferences will be held ~~during the second school quarter~~ at the end of September. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

### **Section 8 Honor Roll**

Students are eligible for selection to the honor roll by earning a grade point average (GPA) of 3.00 and above, with no grade of D+ or lower.

Grades will be totaled according to the scale and divided by the total courses scheduled to determine his/her status for Honor Roll. All courses a student takes are used to determine Honor Roll with the exception of Flags and Driver Education. All above requirements are invalid should a student not be scheduled for a minimum of four (4) class periods per quarter. Honor Roll will be tabulated on a quarterly (9 week) basis by the School Counselor and is released to the news media as early as

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possible. Semester grades are not used for Honor Roll purposes, but they are calculated to determine GPA. All grades, with the exception of Flags and Driver's Education, are calculated in the GPA.

**College Classes (High School Only)** A student who has completed 105 semester hours of high school work (50% required for graduation) may apply for admission to certain Wayne State College classes. Admission should not interfere with the requirements for high school graduation, and the student must be enrolled for no less than 20 hours per semester. College classes may not be taken in lieu of any requirements for graduation from high school. High school credit cannot be awarded to a student for completion of college course work. Students enrolling in college classes should register for more than one class or register for a lab class to allow for daily attendance. All fees for college courses are at student expense. Federal financial aid is not available prior to high school graduation. Information regarding application for admission, which college classes are open to high school students, tuition fees, testing procedures, etc., are available in the guidance office.

### **Section 9 Determining Valedictorian and Salutatorian.**

Beginning with the freshman class in 2018-2019 (those who will graduate in the 2021-2022 school year), the Valedictorian will be the senior who has the highest cumulative class percentage. If two students are tied for Valedictorian, their highest ACT scores shall be used to break the tie. If there is a tie for Valedictorian, there will be no Salutatorian. If a tie exists for Salutatorian, the student's highest ACT scores will be used to break the tie.

### **Section 10 National Honor Society**

The National Honor Society chapter of Wayne Community School is a duly chartered and affiliated chapter of this prestigious national organization.

The Wayne High School chapter is a chartered member of the national organization sponsored by the National Association of Secondary School Principals. Standards for selection are established by the national office. The purpose is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of Wayne High School. By joining the Society, the member needs to understand he/she is subjecting him/herself to a higher standard of behavior. Admission is an honor given to students. It is not a right and is not something which can be earned. It is intended to be an award to recognize the combination of outstanding scholarship, character, leadership, and service. Neither student, faculty members, nor parents are permitted to take the initiative by lobbying for admission of a particular student. Those who qualify will be considered, and those elected will be "tapped" for membership. The formal process begins during the last semester of the junior year when students with a grade point average of 3.5 and above are invited to complete the Student Activity Form. An example can be found on the school website. This form serves as a record of the student's honors, leadership experiences, and participation in school activities and community service. A committee reviews the forms and selects students for membership.

Probationary candidates are introduced at the spring Honors Convocation and inducted at a formal ceremony in the fall. Once inducted, new members are expected to maintain the same (or higher) level of performance in all four criteria that led to their selection. This obligation

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includes regular attendance at chapter meetings and participation in the chapter service project(s). The faculty council follows the rules of due process for members whose conduct is questionable. The member may be sanctioned or removed for breaking civil laws, school policies, or training rules.

### **Section 11 Academic Integrity**

#### **A. Policy Statement**

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

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

#### **B. Definitions**

The following definitions provide a guide to the standards of academic integrity:

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

Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):
  - (1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
  - (2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
  - (3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
  - (4) Use of Other Student to Take Test. Having another person take one's

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place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

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

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

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

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

2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

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

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quotations or give a citation to the outside source.

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

3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

### C. Sanctions

The following sanctions will occur for academic integrity offenses:

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

### **Section 12 College Classes (High School Only)**

A student who has completed 105 semester hours of high school work (50% required for graduation) may apply for admission to certain Wayne State College classes. Admission should not interfere with the requirements for high school graduation, and the student must be enrolled for no less than 20 hours per semester. College classes may not be taken in lieu of any requirements for graduation from high school. High school credit cannot be awarded to a student for completion of college course work. Students enrolling in college classes should register for more than one class or register for a lab class to allow for daily attendance. All fees for college courses are at student expense. Federal financial aid is not available prior to high school graduation. Information regarding application for admission, which college classes are open to high school students, tuition fees, testing procedures, etc., are available in the guidance office.

Article 6 – Support Services

**Article 6 - Support Services**

**Section 1 Special Education Services**

What Does Special Education Mean?

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

Students Who May Benefit

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

How are Students With Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Child Find

The Board of Education, at Wayne Community Schools, District 17 wishes to reaffirm its position that all children ages 0-21 in the Wayne Community School District, regardless of their handicapping condition, are entitled to a Free Appropriate Public Education and an equal opportunity for education according to the individual's needs.

The Board assumes the responsibility to assure that handicapped children are identified, evaluated and verified, and are provided or contracted for program services for all resident handicapped children who benefit from such programs. If you have a child or know of a child which may require special education please contact Misty Bear, Special Director, at (402)833-1450; or Tucker Hight, Assistant Special Education Director, at (402)375-3854.

Special Education Placement

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

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

### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Special Education Director. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

### **Section 2        Students with Disabilities: Section 504**

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. "Section 504 is a federal anti-discrimination law that prohibits school districts from discriminating against students with disabilities. A student may be identified with a disability under Section 504 if the student has a physical or mental impairment that substantially limits one or more major life activity, included but not limited to learning. the school district has specific responsibilities under Section 504, including the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If you believe your child may qualify for services under Section 504 please contact your building principal."

### **Section 3        School Counseling Services**

Wayne Community Schools employs school counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

### **Section 4        Health Services**

#### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.



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### Guidelines for Administering Medication

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

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

The administration of prescription and/or non-prescription (over-the-counter) medications by school personnel is subject to the following conditions:

1. For the safety of all children, elementary students are not permitted to have medicine in their possession while at school. Students may carry some types of medications if pre-approved by their physician and school officials. Other medicines should be kept in the nurse's or building office.
2. Medication must be brought to school in the original container appropriately labeled by the pharmacy or physician.
3. All medications must be properly labeled with the child's name, medication name, directions for administration and possible side effects.
4. A signed and dated note from the parent or guardian must accompany all requests for students to receive medication at school.
5. In the case of a medication that the student takes on a regular basis, further documentation is required by the state and can be obtained through the school nurse. This documentation must be renewed annually.

### School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

### Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical

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examination is to be completed by a physician, a physician’s assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

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

**Summary of the School Immunization Rules and Regulations  
For 2019-2020 School Year**

| <b>Student Age Group</b>   | <b>Required Vaccines</b>  |
|--|---|
| Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider        | 4 doses of DTaP, DTP, or DT vaccine<br>3 doses of Polio vaccine<br>3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age<br>3 doses of pediatric Hepatitis B vaccine<br>1 dose of MMR or MMRV given on or after 12 months of age<br>1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.<br>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age  |
| Students entering school (Kindergarten or 1st Grade depending on the school district’s entering grade) | 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday<br>3 doses of Polio vaccine<br>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age<br>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month<br>2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots. |
| Students entering 7 <sup>th</sup> grade  | Must be current with the above vaccinations<br>AND receive<br>1 dose of Tdap (contain Pertussis booster)  |

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|   |   |
|---|---|
| Students transferring from outside the state at any grade | Must be immunized appropriately according to the grade entered. |
|---|---|

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: [http://dhhs.ne.gov/Pages/reg\\_t173.aspx](http://dhhs.ne.gov/Pages/reg_t173.aspx) (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

**Updated 01/26/2018**

### Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

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

### Guidelines for Head Lice

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

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

\*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

## **Section 5      Transportation Services**

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

### **Behavior on School Buses**

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

#### **II. Special Conduct Rules for Riding School Buses.**

##### **A. Rules for Getting On and Off the Bus**

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

##### **B. Rules on the Bus**

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

**III. Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

**IV. Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

### **Article 7 – Drugs, Alcohol and Tobacco**

#### **Section 1 Drug-Free Schools**

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

#### **Section 2 Education and Prevention**

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention. Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of federal law, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

### **Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco**

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District’s standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school’s activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

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

#### **Disciplinary Sanctions**

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

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

#### **Intervention**

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student’s ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

#### **Administration**

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

## Article 8 – Student Conduct Rules

### **Section 1 Purpose of Student Conduct Rules**

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

### **Section 2 Forms of School Discipline**

A. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
2. Other violations of rules and standards of behavior adopted by the Wayne Community Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
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 the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

B. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian

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when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension. The procedures will be those set forth in the Student Discipline Act.

### C. 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 (a) the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) 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. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if 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. The suspension pending hearing may be imposed 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.
3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
4. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
5. 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 (1) full semester in addition to the balance of the semester in which the expulsion takes effect. As a



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condition of such suspended action, the student and parents will be required to sign a discipline agreement.

6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

D. Emergency Exclusion: A student may be excluded from school in the following circumstances:

1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

E. Other Forms of Student Discipline. Administrative and teaching personnel may take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational

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process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

### **Section 3 Student Conduct Expectations**

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

#### **A. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment**

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;

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6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
7. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes, electronic nicotine delivery systems), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student’s physician is not a violation. The term “under the influence” has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
8. Public indecency or sexual conduct;
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee’s designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially

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disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for those students riding Wayne Community Schools' buses.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one (1) calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

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- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

### **B. Additional Student Conduct Expectations and Grounds for Discipline**

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

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

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

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Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

### (2) Electronic Devices

a. Philosophy and Purpose. Wayne Community Schools strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

### b. Definitions.

- (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
  - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
  - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

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(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

### c. Possession and Use of Electronic Devices.

- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
- (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

### d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons

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participating in school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school’s main office to be identified, placed in a secure area, and returned to the student and/or the student’s parent/guardian in a consistent and orderly way.

- (i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school’s main office and retrieves the electronic device.
- (ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.
- (iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.

e. Penalties for Prohibited Use of Electronic Devices:

Students who receive a “sexting” message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any “sexting” message on their electronic



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devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

- (i) Students found in possession of a “sexting” message shall be subject to a one (1) day suspension from school.
- (ii) Students who send or encourage another to send a “sexting” message shall be subject to a five (5) day suspension from school.

f. Reporting to Law Enforcement.

Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

g. Responsibility for Electronic Devices.

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

- (3) Harassment and Bullying Policy: One of the missions of Wayne Community Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others’ property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability,

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race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

### (4) Initiations, Hazing, Secret Clubs and Outside Organizations

- (a) Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

- (b) Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.
- (c) Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

## Article 8 – Student Conduct Rules

- (d) Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.
- (5) Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
- a. 1st Offense: Student will be confronted and directed to cease.
  - b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
  - c. 3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with Administrator(s) and/or counselor.
  - d. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- (6) Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.
- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
  - b. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be consumed outside.
  - c. Students are expected to bring all books and necessary materials to class. This includes study halls.
  - d. Assignments for all classes are due as assigned by the teacher.
  - e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
  - f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
  - g. Students are to be in their seats and ready for class on the tardy bell.
  - h. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
  - i. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.

## Article 8 – Student Conduct Rules

- j. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
- k. Snow handling is prohibited.

### (7) Network, E-Mail, Internet and Other Computer Use Rules:

#### (a) General Rules:

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

## Article 8 – Student Conduct Rules

- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
  - (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
  - (iii) Users shall not use or try to discover another user's account or password.
  - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
  - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
  - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
  - (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
  - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
  - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
  - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.

## Article 8 – Student Conduct Rules

- (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
  - (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
  - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
  - (v) All communications and information accessible via the network should be assumed to be private property of others.
  - (vi) Do not place unlawful information on any network system.
  - (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
  - (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
  - (ix) Other rules may be established by the network administrators or teachers from time to time.
- (d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.
- (e) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.
- (8) Risks of Social Networking:  
The purpose of this message is to give our students information about the risks of using social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background

## Article 8 – Student Conduct Rules

checks on job applicants. What you post on a social network may affect you years later.

What you post on social networks may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on social network sites.

Here are some common sense guidelines that you should follow when using social networks and the Internet in general:

- Don't forget that your profile on social network forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. Avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger.

We urge all students to following these common sense guidelines.

### **Section 4 Reporting Student Law Violations:**

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

## Article 8 – Student Conduct Rules

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

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

## **Article 9 – Extra-Curricular Activities - Rights, Conduct, Rules and Regulations**

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

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

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

### **Safety**

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



## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

### Warning for Participants and Parents

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

### **Section 2 Extracurricular Activity Code of Conduct**

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

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

### **Scope of the Code of Conduct.**

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

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

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

When: The Code of Conduct rules apply to conduct which occurs at any time during the year, **starting June 1 and ending May 31**, whether or not the student is a participant in an activity at the time of such conduct.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

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

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

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

~~narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.~~  
(Note: Refer to “Drug and Alcohol Violations” for further information).

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

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

21. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

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

### **Drug and Alcohol Violations.**

#### Meaning of Terms.

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

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

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

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

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

#### **Consequences.**

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

The disciplinary consequence will be determined based on consideration of the seriousness of the

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

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

### **Drugs and Alcohol.**

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

1. First Violation:
  - a. Non-self reported – 40 calendar days.
  - b. Self-reported (within 48 hours of incident) – 30 calendar days.
2. Second Offense:
  - a. Non-self reported – 90 calendar days
  - b. Self-reported (within 48 hours of incident) – 70 calendar days.
    - i. Successful completion of a treatment program at the expense of the student's family the consequence is 40 calendar days.
3. Third Offense
  - a. Non-self reported – One full calendar year to date.
  - b. Self-reported (within 48 hours of incident) – six calendar months to date and successful completion of a treatment program at the expense of the student's family.
4. Fourth Offense
  - a. Remainder of high school career.

Reduction for Participation in Chemical Dependency Program: The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

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

1. First Violation: 45 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

**When Suspensions Begin.** All suspensions begin after the determination by school officials of the sanction to be imposed. Calendar days are considered between the first fall practice date established by NSAA and the final NSAA spring championship. Summer dates will only be included if a school event is scheduled and the student is a participant. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

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

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

**Self-Reporting.** A student who violates the Code of Conduct must self-report. A failure to self report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process. The self report must be made within 48 hours of the incident.

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

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

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a conviction, a plea of no contest and an adjudication of delinquency by a juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by school personnel of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

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

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two (2) school days (two (2) business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
  - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
  - b. The request for a hearing must be received by the Superintendent's office within five (5) days of receipt of the notice letter.
  - c. If a hearing is requested:
    - i. The hearing will be held within ten (10) calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
    - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.

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- iii. Upon conclusion of the hearing, a written decision will be rendered within five (5) school days (ten (10) calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
  - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures.
  6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### **Section 3 Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the school’s attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four (4) or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance at school the immediate one-half day school is in session prior to the contest or practice.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

### **Section 4 Academic Standards/Eligibility**

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



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1. Be enrolled in at least 20 credit hours in the semester of participation.
2. A student who is not performing at **70% in three or more classes** at weekly reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until they meet the criteria.
3. Academic requirements do not apply to: (A) Instructional field trips which are a part of the scheduled course learning experience; or (B) Activities or events which are a part of the student's grade requirements.

All extra-curricular participants must be in attendance at school the immediate ½ day school is in session prior to the contest or practice. Before school practices require a student's attendance immediately following the before school practice. A student failing to report to classes following a before school practice will incur an unexcused absence. All participants must be in school during the a.m. following a weeknight activity to attend practice that day. Students who miss on Friday afternoon may be eligible for Saturday extracurricular activities.

All persons participating in athletics, cheer or dance squad must be examined by a physician prior to practice or participation in any sport. A doctor's examination card and a parental permission slip must be filed with the coach before the opening day of practice. Students must be covered by athletic insurance or must sign an insurance waiver to free the school of liability due to injury, etc.

### **Section 5 Extracurricular Activities**

#### **Athletics**

The athletic program is designed to build character, a sense of sportsmanship and fair play and athletic skills. Inter-school competition on the varsity level is held in football, girls and boys golf, girls and boys cross-country, girls and boys basketball, girls and boys track, volleyball, wrestling, baseball and softball.

#### **Dance Squad/Cheerleading**

Auditions are held at the end of each school year. The group performs at Wayne High athletic events to promote school spirit. Participants will be held accountable under the same NSAA and school regulations as apply to all extra-curricular participants.

#### **Dramatics**

The Drama Club is open to qualified students who desire to participate in drama productions. Traditionally, one-act plays have been performed.

#### **Family, Career and Community Leaders of America (FCCLA)**

is a national career and technical student organization for young men and women in Family and Consumer Sciences education. FCCLA members make a difference in their families, careers, and communities by addressing important personal, work, and societal issues through Family and Consumer Sciences education. Chapter projects focus on a variety of youth concerns, including teen pregnancy, parenting, family relationships, substance abuse, peer pressure, environment, nutrition

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and fitness, teen violence, and career exploration. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life -- planning, goal setting, problem solving, decision making, and interpersonal communication -- necessary in the home and workplace. By focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through: character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation. FCCLA is open to all students in grades 7-12 who have taken at least one FCS course during their school experience. There is a separate junior high and senior high chapter. (FCCLA, 2019)

### **Future Business Leaders of America (FBLA)**

Future Business Leaders of America (FBLA) is a national association of more than 250,000 intermediate, high school and post-secondary students interested in becoming more successful in the business world. Membership in FBLA helps you learn about business and what will be expected of you in the workplace. You discover the secret of being able to talk confidently with prospective employers, and experience chances to test your business skills at state and national competitions. Through FBLA, you learn to lead and participate in group discussion, preside at meetings and conferences, work within committees, and engage in practical decision-making and problem solving. There is much satisfaction in belonging to a group that is not afraid to have fun as it prepares for the world after school. Open to students from grades 9 through 12. You do not have to be in a business class to join the organization.

### **Spanish Club**

Membership is open to any student enrolled in a Spanish class, or to any student who has previously taken Spanish. The purpose of this club is to develop further interest in the Spanish languages and culture.

### **Instrumental Music**

The instrumental music department offers the student an opportunity to develop in all phases of musicianship. Opportunities are offered in instrumental technique and music appreciation through performance ensemble and solo work. A varsity band, jazz band, and cadet band are offered to students who qualify.

### **National Honor Society**

The Wayne High School chapter is a chartered member of the national organization sponsored by the National Association of Secondary School Principals. Standards for selection are established by the national office. The purpose is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of Wayne High School. By joining the Society, the member needs to understand he/she is subjecting him/herself to a higher standard of behavior. Admission is an honor given to students. It is not a right and is not something which can be earned. It is intended to be an award to recognize the combination of outstanding scholarship, character, leadership, and service. Neither student, faculty members, nor parents are permitted to take the initiative by lobbying for admission of a particular student. Those who qualify will be considered, and those elected will be “tapped” for membership. The formal process begins during the last semester of the junior year when students with a grade point average of

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3.5 and above are invited to complete the Student Activity Form. An example can be found on the school website. This form serves as a record of the student's honors, leadership experiences, and participation in school activities and community service. A committee reviews the forms and selects students for membership. Probationary candidates are introduced at the spring Honors Convocation and inducted at a formal ceremony in the fall. Once inducted, new members are expected to maintain the same (or higher) level of performance in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings and participation in the chapter service project(s). The faculty council follows the rules of due process for members whose conduct is questionable. The member may be sanctioned or removed for breaking civil laws, school policies, or training rules.

### **Speech Club**

Speech Club is open to those students who wish to improve skills of speaking, interpretation, oral reading, persuasion, and formal debate. Entries in invitationals and district speech contests are generally in the spring. NSAA rules of eligibility apply.

### **Student Council**

The Student Council provides an important communications link between the student body and the administration of the school. Membership on the Council is composed of students elected by their class or organization. Eligibility for membership includes doing satisfactory work in at least four (4) classes weekly. A president and vice-president serve as officers of the Council, and meet regularly with the sponsor and/or principal to discuss school problems, changes, improvements, or the likes and dislikes of students. Students who have questions or recommendations about the general welfare of the student body should address these concerns to their representatives on the Council, who will in turn proceed in a democratic manner to answer or resolve the issues presented.

### **Vocal Music**

Varsity Choir provides an opportunity for students who enjoy singing. Vocal ensembles are also formed each year. Jazz Choir is open to selected individuals and meets before school.

### **W Club**

The W Club is an organization for any student interested in athletics. The purpose of this club is to promote good sportsmanship, fair play, and leadership through competition.

### **Yearbook Staff**

Students, during a scheduled class period, under the supervision of the faculty advisor produce the high school yearbook. The purpose of the yearbook is fourfold: to be a memory book; to tell a complete history of one year of school life; to give some worthwhile training and experience to the student staff members; and to build good will for the school by providing a picture of the school's comprehensive program. The staff is organized into the areas of editorial, business, and photography, and does all of the organizing, writing, selling, typing, photographing, developing, and printing of pictures. Students interested in this activity can begin working on the staff as soon as they enroll in high school. Staff applications are taken each spring; enrollment is limited.

### **Social Activities**

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All student parties, dances, or other social activities must be planned by a recognized student club or organization under the sponsorship of a certified employee of the school district. Such activities must be approved by the principal or superintendent and placed on the master calendar of school activities prior to the event (preferably at least 5 school days). Faculty sponsors must be in attendance at the event, and parent sponsorship is desirable. School facilities must be used, except when otherwise approved by the superintendent. The sponsoring club or organization assumes responsibility for proper care of school facilities and is liable for damages. Facilities used must be properly cleaned and returned to good order immediately following the event. Admittance to such affairs is limited to the membership of the sponsoring group, except that a sponsoring group may invite the membership of one or more other school clubs or organizations. Exception is made for the invitation of non-students to an all-school dance. A Wayne High student may invite a non-student date to an all-school dance provided they are in 9th grade or above, and under 21 years of age, and the date's name is registered in the sponsor's office by the end of the school day prior to the dance. The above social activities must be scheduled to terminate no later the 10:00 p.m. on school-week evenings or no later than 11:00 p.m. on Friday and 12:00 a.m. on Saturday evenings. Exceptions include the Homecoming Dance and Junior/Senior Prom. No social activities may be scheduled on Sundays or holidays.

### **Power Drive**

Power Drive provides students the opportunity to design and create a one-person electric vehicle. These vehicles will compete against other high schools' vehicles in endurance, braking, maneuverability, design, and documentation. Power Drive is open to all high school students. The National FFA Organization

### **The National FFA Organization**

is an intracurricular student organization for those interested in agriculture and leadership. It is one of the three components of agriculture education - FFA, classroom/lab instruction, and Supervised Agriculture Experience (SAE). The letters FFA stand for Future Farmers of America, but in 1988 it was changed to The National FFA Organization in order to reflect the diversity and new opportunities available in agriculture. FFA is not only for those in production agriculture, but welcomes members who aspire to become doctors, teachers, scientists, business owners, and more. FFA members compete, gain skills, learn more about opportunities in agriculture, communicate their ideas, and expand their professional network. FFA is open to students 9-12 and members must be enrolled in at least one semester of ag class in order to be an FFA member.

### **Section 6 “Team Selection” and “Playing Time”**

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of

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high ideals and appropriate values, which shall include good citizenship in the school and in the community.

2. **Success.** Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

### **Section 7 School Dances**

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

**General Rules of Student Conduct at Dances.** In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. **Who Can Attend:** Only students of Wayne Community Schools and their guests may attend.
  - a. Students currently attending Wayne High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Wayne High School or their own school are generally considered appropriate dates or invited guests.
  - b. Persons who are younger than 16 or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
  - c. Some school dances may be restricted to students attending specified grades levels at Wayne Community Schools. For any dances at the middle school level, only students attending Wayne Community Schools in the grade(s) for which the dance is being held may attend.
  - d. Students who have been suspended from school or from extracurricular activities may not attend.
  - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
  - f. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
  - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
2. **Prohibited Substances:** Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the affects of use will not

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be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

**Eligibility for Selection as Royalty.** Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:

1. Achievement, Citizenship and Conduct Qualifications:
  - a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
  - b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
  - c. The student must have a cumulative grade average of a B or its equivalent.
  - d. The student must not have had excessive violations of school policies and procedures during their high school career.
  - e. The student may not, within 24 months of the dance, have engaged in criminal violations involving: (i) alcohol, drugs or tobacco; (ii) driving law violation in which the penalty is a loss of four (4) points or more under the point system; (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or (iv) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.

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2. Royalty Candidate Eligibility and Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty is to be selected (“Royalty Candidate Eligibility and Selection Committee”). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors.
3. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student’s eligibility for the honor of being nominated for or awarded dance royalty.
4. Specific Dance Eligibility and Selection Requirements:
  - a. Homecoming Queen & King:
    - Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
    - To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
    - The queen and king will be chosen from the qualified nominees by secret vote of the 9-12 student body during Homecoming week. Crowning will be held at the fall sports event deemed to have the largest attendance.
  - b. Prom King and Queen:
    - Only a Senior girl shall be eligible to be Queen and a Senior boy shall be eligible to be King. The candidates may not have been previously selected as royalty at another school sponsored dance.
    - To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.
    - The queen and king will be chosen from the qualified nominees by secret vote of the junior and senior class.

### **Section 8 Relationships Between Parents and Coaches/Sponsors**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

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### Parents’ Role in Interscholastic Athletics and Other Extracurricular Activities

#### Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child’s athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don’t coach them. It’s tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be “out there trying,” to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don’t compete with the coach. If your child is receiving mixed messages from two (2) different authority figures, he or she will likely become disenchanted.
- Don’t compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

#### Communicating with the Coach

- Communication you should expect from your child’s coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child’s participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach’s philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally and physically
  - Ways to help your child improve



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- Concerns about your child’s behavior
- Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child’s participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Call to set up an appointment with the coach
  - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
  - At this meeting, an appropriate next step can be determined, if necessary.

### **Section 9 Good Sportsmanship—Behavior Expectations of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

#### Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.

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5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noisemakers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

### **Section 10 Student Fees Policy**

The Board of Education of Wayne Community Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to

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time. The Policy includes Appendix “1,” which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

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

### (2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

#### (b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

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(iii) Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities–Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities–Fees for participation. Any fees for participation in extracurricular activities for the current school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

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

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one (1) copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

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

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

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a “school store,” a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price

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lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one (1) student resides, at no cost.

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

**Article 10 – State and Federal Programs**

**Section 1 Notice of Nondiscrimination**

The Wayne Community Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

**Section 2 Designation of Coordinators**

Any person having concerns or needing information about the District’s compliance with anti-discrimination laws or policies should contact the District’s designated Coordinator for the applicable anti-discrimination law.

| Law, Policy or Program  | Issue or Concern   | Coordinator                |
|---|--|----------------------------|
| Title VI  | Discrimination or harassment based on race, color, or national origin; harassment    | High School Principal      |
| Title IX  | Discrimination or harassment based on sex; gender equity                             | High School Principal      |
| Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA) | Discrimination, harassment or reasonable accommodations of persons with disabilities | Section 504 Coordinator    |
| Homeless student laws   | Children who are homeless  | Special Education Director |
| Safe and Drug Free Schools and Communities  | Safe and drug free schools   | Elementary Principal       |

The Coordinator may be contacted at: 611 West 7th Street, Wayne, Nebraska 68787, telephone number (402) 375-3150.

### **Section 3 Anti-discrimination & Harassment Policy**

Elimination of Discrimination. The Wayne Community Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

#### Preventing Harassment and Discrimination of Students.

Purpose: Wayne Community Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Wayne Community Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline,

work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

#### Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Wayne Community Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will promptly and thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

#### **Section 4      Multicultural Policy**

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.



## **Section 5      Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1.      Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2.      Have the school district advise you of your rights under federal law.
3.      Receive notice with respect to identification, evaluation or placement of your child.
4.      Have your child receive a free appropriate public education.
5.      Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6.      Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7.      Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8.      Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9.      Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10.     Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11.     File a local grievance.

## **Section 6      Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1.      The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2.      The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, ~~address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;~~

- ~~2. School and dates of attendance;~~
- ~~3.2. Student's current grade;~~
- ~~4. Student's enrollment status (e.g. full time or part time);~~
- ~~5. Student's date of birth and place of birth;~~
- ~~6.3. Student's extra-curricular participation;~~
- ~~7.4. Student's achievement awards or honors;~~
- ~~8.5. Student's weight and height if a member of an athletic team;~~
- ~~9. Student's photograph; and~~
- ~~10. School or school district the student attended before he or she enrolled in Wayne Community Schools.~~

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students, meeting the conditions in this section. The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Wayne Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

**Section 7 Military Recruiters**

The District will provide military recruiters with access to routine directory information of each high school student, unless the student's parent or guardian requests in writing that their student's information not be shared with a military recruiter. Parents and guardians who do not want their student's information to be shared with a military recruiter must notify the high school principal in writing. If a parent or guardian does not notify the high school principal in writing, the District will provide a military recruiter with the student's routine directory information.

## **Section 8 Notice to Parents of Students in Programs Receiving Title I Funding**

Staff Qualifications. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- (A) Whether the student's teacher—
  - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - (iii) is teaching in the field of discipline of the certification of the teacher.
  
- (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Testing Opt-Out. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:

- (A) the subject matter assessed;
- (B) the purpose for which the assessment is designed and used;
- (C) the source of the requirement for the assessment;
- (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
- (E) the time and format for disseminating results.

Language Instruction Programs. If the District receives Title I funds, parents of English learners will be informed regarding how the parents can—

- (A) be involved in the education of their children; and
- (B) be active participants in assisting their children to—
  - (i) attain English proficiency;
  - (ii) achieve at high levels within a well-rounded education; and
  - (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

Please contact the administrative office to receive the foregoing information.

### **Section 9 Student Privacy Protection Policy**

It is the policy of Wayne Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the

applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least

annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a

program or for receiving financial assistance under such program).

## **Section 10 Parental Involvement**

### **A. General - Parental/Community Involvement in Schools:**

Wayne Community Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

## **Section 11 Homeless Students Policy**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular,



and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) 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; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) 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; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with the Nebraska Commissioner of Education and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. 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 as provided in Nebraska Rule 19.

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 process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;

2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. 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. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Wayne Community Schools based on it being the school of origin, the new school and Wayne Community Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

## **Section 12 Pregnant and Parenting Students**

Wayne Community Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

### Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's

pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

#### Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

#### Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

#### Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step-three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

#### Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

### Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

### Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

### Policy Dissemination

This policy will be available at the beginning of each school year on the district's website and will be incorporated into the student handbook.

## **Section 13 Business Operations**

### **Meal Charge Policy**

As a courtesy, Wayne Community Schools will continue serve meals until the family lunch balance reaches **negative** \$25.00. At that time, students will not be allowed to eat school meals. Once a positive account balance is established, students will be allowed to resume eating school meals.

Families will be sent a statement when their balance reaches **negative** \$10 or more. A call from the school office will be made when an account reaches **negative** \$25.00.

### **Student Eligibility**

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

### **Meal Account Balances**

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without an additional transaction fee for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the

next month. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

### **Student Confidentiality**

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

# Wayne Community Schools | 2019-2020 CALENDAR

## JULY 2019

| S         | M         | T         | W         | Th        | F         | S         |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|           | 1         | 2         | 3         | 4         | 5         | 6         |
| 7         | 8         | 9         | 10        | 11        | 12        | 13        |
| 14        | 15        | 16        | 17        | 18        | 19        | <u>20</u> |
| <u>21</u> | <u>22</u> | <u>23</u> | <u>24</u> | <u>25</u> | <u>26</u> | <u>27</u> |
| <u>28</u> | 29        | 30        | 31        |           |           |           |

**20-28:** WCS Moratorium  
NO activities/camps/weights

## JANUARY 2020

| S  | M         | T  | W        | Th       | F         | S  |
|----|-----------|----|----------|----------|-----------|----|
|    |           |    | <u>1</u> | <u>2</u> | <u>3</u>  | 4  |
| 5  | <u>6</u>  | 7  | 8        | 9        | 10        | 11 |
| 12 | <u>13</u> | 14 | 15       | 16       | 17        | 18 |
| 19 | 20        | 21 | 22       | 23       | <u>24</u> | 25 |
| 26 | 27        | 28 | 29       | 30       | 31        |    |

**1-3:** No School - Christmas Break  
**6:** School Resumes  
**13:** Preschool Resumes  
**24:** No School – **ELEMENTARY ONLY**  
K-6 P/T Conference

## AUGUST 2019

| S  | M         | T         | W         | Th        | F  | S  |
|----|-----------|-----------|-----------|-----------|----|----|
|    |           |           |           | 1         | 2  | 3  |
| 4  | 5         | 6         | 7         | 8         | 9  | 10 |
| 11 | <u>12</u> | <u>13</u> | <u>14</u> | <u>15</u> | 16 | 17 |
| 18 | <u>19</u> | 20        | 21        | 22        | 23 | 24 |
| 25 | 26        | 27        | 28        | 29        | 30 | 31 |

**12:** Teacher First Day In-service  
Open House 5-7  
**13:** Teacher In-service  
**14:** First Day of School – Noon dismissal  
**15:** First Full Day of School  
**19:** First Day of Preschool

## FEBRUARY 2020

| S  | M  | T  | W        | Th | F         | S  |
|----|----|----|----------|----|-----------|----|
|    |    |    |          |    |           | 1  |
| 2  | 3  | 4  | <u>5</u> | 6  | 7         | 8  |
| 9  | 10 | 11 | 12       | 13 | 14        | 15 |
| 16 | 17 | 18 | 19       | 20 | <u>21</u> | 22 |
| 23 | 24 | 25 | 26       | 27 | 28        | 29 |

**5:** 10:00 Late Start/Teacher In-service  
**NO PRESCHOOL**  
**21:** No School – Winter Break

## SEPTEMBER 2018

| S  | M         | T  | W         | Th | F         | S  |
|----|-----------|----|-----------|----|-----------|----|
| 1  | <u>2</u>  | 3  | <u>4</u>  | 5  | 6         | 7  |
| 8  | 9         | 10 | 11        | 12 | 13        | 14 |
| 15 | 16        | 17 | 18        | 19 | 20        | 21 |
| 22 | <u>23</u> | 24 | <u>25</u> | 26 | <u>27</u> | 28 |
| 29 | 30        |    |           |    |           |    |

**2:** No School – Labor Day  
**4:** 10:00 Late Start/Teacher In-service  
**NO PRESCHOOL**  
**23:** P/T Conference – 2:00 dismissal ALL SCHOOLS  
**25:** P/T Conference – 2:00 dismissal ALL SCHOOLS  
**27:** **NO School Elementary ONLY**  
K-6 P/T Conference

## MARCH 2020

| S  | M  | T  | W        | Th        | F         | S  |
|----|----|----|----------|-----------|-----------|----|
| 1  | 2  | 3  | <u>4</u> | 5         | 6         | 7  |
| 8  | 9  | 10 | 11       | <u>12</u> | <u>13</u> | 14 |
| 15 | 16 | 17 | 18       | 19        | 20        | 21 |
| 22 | 23 | 24 | 25       | 26        | 27        | 28 |
| 29 | 30 | 31 |          |           |           |    |

**4:** 10:00 Late Start/Teacher In-service  
**NO PRESCHOOL**  
**12:** End of Quarter 3  
**13:** No School

## OCTOBER 2019

| S  | M  | T  | W         | Th        | F         | S  |
|----|----|----|-----------|-----------|-----------|----|
|    |    | 1  | <u>2</u>  | 3         | 4         | 5  |
| 6  | 7  | 8  | 9         | 10        | 11        | 12 |
| 13 | 14 | 15 | <u>16</u> | <u>17</u> | <u>18</u> | 19 |
| 20 | 21 | 22 | 23        | 24        | 25        | 26 |
| 27 | 28 | 29 | 30        | 31        |           |    |

**2:** 10:00 Late Start/Teacher In-service  
**NO PRESCHOOL**  
**16:** End of Quarter 1  
**17:** No School – Teacher In-service  
**18:** No School – Fall Break

## APRIL 2020

| S  | M         | T  | W        | Th | F         | S  |
|----|-----------|----|----------|----|-----------|----|
|    |           |    | <u>1</u> | 2  | 3         | 4  |
| 5  | 6         | 7  | 8        | 9  | <u>10</u> | 11 |
| 12 | <u>13</u> | 14 | 15       | 16 | 17        | 18 |
| 19 | 20        | 21 | 22       | 23 | 24        | 25 |
| 26 | 27        | 28 | 29       | 30 |           |    |

**1:** 10:00 Late Start/Teacher In-service  
**NO PRESCHOOL**  
**10:** No School – Easter Break  
**13:** No School – Easter Break

## NOVEMBER 2019

| S  | M  | T  | W         | Th        | F         | S  |
|----|----|----|-----------|-----------|-----------|----|
|    |    |    |           |           | 1         | 2  |
| 3  | 4  | 5  | <u>6</u>  | 7         | 8         | 9  |
| 10 | 11 | 12 | 13        | 14        | 15        | 16 |
| 17 | 18 | 19 | 20        | 21        | 22        | 23 |
| 24 | 25 | 26 | <u>27</u> | <u>28</u> | <u>29</u> | 30 |

**6:** 10:00 Late Start/Teacher In-service  
**NO PRESCHOOL**  
**27:** No School  
**28-29:** Thanksgiving Break

## MAY 2020

| S  | M         | T  | W        | Th | F         | S         |
|----|-----------|----|----------|----|-----------|-----------|
|    |           |    |          |    | 1         | 2         |
| 3  | 4         | 5  | <u>6</u> | 7  | 8         | 9         |
| 10 | 11        | 12 | 13       | 14 | <u>15</u> | <u>16</u> |
| 17 | <u>18</u> | 19 | 20       | 21 | <u>22</u> | 23        |
| 24 | <u>25</u> | 26 | 27       | 28 | 29        | 30        |
| 31 |           |    |          |    |           |           |

**6:** 10:00 Late Start/Teacher In-service  
**NO PRESCHOOL**  
**15:** Last Day of Preschool  
**16:** Graduation  
**18:** Preschool Graduation  
**22:** Latest Last Day  
**25:** Memorial Day

## DECEMBER 2019

| S         | M         | T         | W         | Th        | F         | S  |
|-----------|-----------|-----------|-----------|-----------|-----------|----|
| 1         | 2         | 3         | <u>4</u>  | 5         | 6         | 7  |
| 8         | 9         | 10        | 11        | 12        | 13        | 14 |
| 15        | 16        | 17        | 18        | 19        | <u>20</u> | 21 |
| <u>22</u> | <u>23</u> | <u>24</u> | <u>25</u> | <u>26</u> | <u>27</u> | 28 |
| 29        | <u>30</u> | <u>31</u> |           |           |           |    |

**4:** 10:00 Late Start/Teacher In-service  
**NO PRESCHOOL**  
**20:** 2:00 Dismissal  
End of Quarter 2  
**22-26:** 5-day NSAA Moratorium  
**23-1/3:** No School – Christmas Break

**178 - Student Days**  
**185 - Teacher Days**

Days off for weather and state tournaments may be made up if necessary.

**Quarter 1 – days**  
**Quarter 2 – days**  
**Quarter 3 – days**  
**Quarter 4 – days**

The final day of school and last teacher workday will be determined at the April 2020 School Board Meeting.

## Regular Schedule

8:00 First Bell  
1st Period 8:04 - 8:54  
2nd Period 8:57 - 9:47  
3rd Period 9:50 - 10:40  
4th Period 10:43 - 11:33

Jr. High - 4th Period 10:43 -  
11:17  
5A Period 11:20 - 11:52  
Lunch 11:52 - 12:22  
5B Period 12:25 - 12:56

Sr High 5th Period 11:36 - 12:56  
1st Lunch 11:33 - 12:03  
*5th Class 12:06 - 12:56*

2nd Lunch 12:26 - 12:56  
*5th Class 11:36 - 12:26*

6th Period 12:59 - 1:49  
7th Period 1:52 - 2:42  
8th Period 2:45 - 3:35

## Advisory Schedule

8:00 First Bell  
1st Period 8:04 - 8:51  
2nd Period 8:54 - 9:41

Advisory Period 9:44 - 10:05

3rd Period 10:08 - 10:55  
4th Period 10:58 - 11:45

Jr. High - 4th Period 10:58 -  
11:32  
5A Period 11:35 - 12:05  
*Jr High Lunch 12:05 - 12:35*  
5B Period 12:38 - 1:08

Sr. High 5th Period 11:48 - 12:35  
1st Lunch 11:48 - 12:18  
*5th Class 12:21 - 1:08*

2nd Lunch 12:38 - 1:08  
*5th Class 11:48 - 12:35*

6th Period 1:10 - 1:56  
7th Period 1:59 - 2:45  
8th Period 2:48 - 3:35

## Pep Rally Schedule

8:00 First Bell  
1st Period 8:04 - 8:50  
2nd Period 8:53 - 9:39  
3rd Period 9:42 - 10:28  
4th Period 10:31 - 11:17  
  
Jr. High - 4th Period 10:31 -  
11:05  
5A Period 11:08 - 11:38  
Lunch 11:38 - 12:08  
5B Period 12:08 - 12:38  
  
Sr. High 5th Period 11:20 - 12:40  
1st Lunch 11:17 - 11:47  
*5th Class 11:50 - 12:40*  
  
2nd Lunch 12:10 - 12:40  
*5th Class 11:20 - 12:10*  
  
6th Period 12:43 - 1:29  
7th Period 1:32 - 2:18  
8th Period 2:21 - 3:07  
Pep Rally 3:10 - 3:35

## Vacation / 2:00 Dismissal

8:00 First Bell  
  
1 8:05 - 8:42  
2 8:45 - 9:22  
3 9:25 - 10:02  
4 10:05 - 10:42  
(5A - Band 7/Choir 8)  
5 10:45 - 11:22  
(5B - Choir 7/Band 8)  
6 11:25 - 12:41  
  
7 & 8 11:25-11:45  
– Study Hall 7 & 8 (4<sup>th</sup>)  
11:45-12:15  
– Lunch 7 & 8  
12:18-12:41  
– 6<sup>th</sup> Period Class  
  
9-12 1<sup>st</sup> Lunch – 11:22-11:52  
2<sup>nd</sup> Lunch – 12:11-12:41  
  
7 12:44 - 1:21  
8 1:24 - 2:00



## Schedule for 10:00 Start

10:00 (First Bell)

1 10:04 – 10:37  
2 10:40 – 11:13  
3 11:16 – 11:49  
4 11:52 – 1:09

7 & 8 11:52-12:10  
– (5B – Choir 7/Band 8)  
12:10-12:40  
– Lunch  
12:43-1:09  
– (5A - Band 7/Choir 8)

9-12 1<sup>st</sup> lunch - 11:49-12:20  
2<sup>nd</sup> lunch - 12:38-1:09

5 1:12 – 1:46  
(Jr High St. Hall (4<sup>th</sup> period))  
6 1:49 – 2:23  
7 2:26 – 2:59  
8 3:02 – 3:35

## 1:00 pm DISMISSAL

8:00 (First Bell)

1 8:05 - 8:33 - 27 min  
2 8:36 - 9:04 - 28 min  
3 9:07 - 9:35 - 28 min  
4 9:38 - 10:05  
(5A - Band 7/Choir 8)  
5 10:08 - 10:36  
(5B - Choir 7/Band 8)  
6 10:39 – 11:07– 28min  
7 11:10 - 12:27

7 & 8 11:10-11:28  
– Study Hall 7 & 8 (4<sup>th</sup>)  
11:28-11:58  
– Lunch 7 & 8  
12:01-12:27  
– 7<sup>th</sup> Period Class

9-12 1<sup>st</sup> Lunch – 11:07-11:37  
2<sup>nd</sup> Lunch – 11:57-12:27

8 12:30 - 1:00

## **FOREIGN STUDY Wayne High School Guidelines and Requirements**

Wayne High School students who are considering study in a foreign country are required to meet the following:

A. Be enrolled in a certified foreign study program as recommended by the Council on Standards for International Education and Travel (C.S.I.E.T.)

B. Before beginning the enrollment process, the student should contact the building principal. Should the student plan on returning to Wayne High following their foreign study, the Nebraska School Activities Association must be contacted and forms filed by the activities director to determine eligibility status for further interscholastic competition. Student age along with intent and purpose of the foreign study are factors in determining eligibility.

C. Students will be required to enroll in all grade levels required courses while studying in a foreign country. Wayne High may accept required course credit from the foreign school provided the curriculum content is comparable. This must be documented by official transcript, course description, instructor narrative and any other specific means of determining course content.

D. Grades accumulated during the foreign study period will be calculated into the student's grade point average when and if they return to Wayne High School. This is provided the foreign grading system can be interpreted and properly converted to allow for inclusion into the calculation of grade point average. Pass/Fail grades will not be included in the calculations.

E. For purposes of completing graduation requirements, calculating G.P.A. and class rank, Wayne High School will accept the course work completed, while an exchange student in the same manner it would for any student that transfers to Wayne High School from another accredited school. Students who return from foreign study in the year of their graduation and who meet all requirements will be allowed to graduate with their class.

F. College course work is not acceptable as high school credit to meet graduation requirements. Wayne High School will accept credit earned through correspondence or extension study, provided the course has been approved by the principal in advance, and the credit earned is through an accredited institution.

## **Criteria for Early Entrance Into High School Academic Program(s)**

A. Annual maintenance of a 96th percentile rank or higher on a standardized achievement test. The comprehensive score or individual subtest scores for reading, science, language, social studies or math may be used. If a subtest score is used to determine eligibility, the subtest must relate to the special program to which the student is being assigned.

B. Recommendation of principal, teacher, receiving teacher, counselor, and parent.

C. Demonstrated excellence in previous class work through grades and/or grade point average.

D. Staff members who work in the program shall be chosen on the basis of their interest, ability, and special training in the area.

E. Students should be nominated for early entrance only if they display a sincere desire to participate.

F. Students may be removed from the early entrance program upon: (1) student/ parent request; (2) consistent inability to maintain standards of achievement of successful completion of class work; (3) inability to maintain annual 96th percentile ranking on a standardized achievement test; (4) recommendation of all parties concerned.

G. An attempt should be made to schedule the student in both 8th grade and 9 th grade classes concurrently since two completely different programs are offered (earth science and IPS).

H. Credit for completion of all high school course work will be noted on a student transcript and be computed to assist the student toward graduation. This credit will also be computed and become part of the student's high school grade point average.

# **ADMINISTRATIVE REGULATION**

## **Admittance – Home School Educated Students**

This regulation provides procedures for the admittance to Wayne Community Schools of students who have previously been in attendance at an exempt school or home school pursuant to Section 79-1701, Nebraska School Law.

These procedures apply only to students from exempt schools or home schools and are not applicable to students who have been in attendance at approved or accredited schools.

Thirty (30) Days

A. Prior to the projected date for admission of a student from an exempt or home school to Wayne Public Schools, the parent or guardian will submit:

1. A statement to school officials, of the receiving school (superintendent/principal), containing the name(s) and age(s) of all children requesting admittance and the name(s) of parents or guardian(s) containing assurances of access to enrollment, attendance, health and psychological records.
2. A copy of materials which were submitted to the Nebraska Commissioner of Education under Section 004, Rule 13, Nebraska Department of Education prior to the opening or beginning of operation of the exempt or home school. Items included are: (1) a calendar for the school year; (2) a list of names of all instructional monitors; (3) a chart or written summary showing scope and sequence of the program of instruction; (4) a list of all classes or courses and the names of monitors for these classes; (5) chart of grade levels included in the exempt/home school.
3. In order to verify information submitted in Section 004, Rule 13, Nebraska Department of Education, the receiving school (Wayne Public Schools), may deem it necessary to conduct achievement testing. School officials will contact the parent/guardian and a test(s), a time, and a procedure shall be mutually designated and established. Should the testing be requested from a source outside the receiving school, cost for such testing shall be borne by the parents/guardians of the exempt/home school student(s).
4. Teachers of basic skill courses in language arts, mathematics, science, social studies and health for which exempt/home school students will enroll shall assist in the review of materials submitted by parents/guardians under Section 004, Rule 13, Nebraska Department of Education. Credit for work experience may be awarded but will also be subject to review.
5. Credit may be awarded for completions of extension courses at accredited institutions such as UN-L. Supervision of this coursework shall have been by an accredited staff member of the extension division awarding credits. Transcripts and/or test scores must be submitted by the

extension division of the accrediting institution, following completion of all coursework. All information then should be made available to the receiving school. Not more than 10 credit hours or 1 Carnegie unit per subject area will be accepted or transferred. This shall be inclusive of extension and home/exempt school studies.

6. School officials of the receiving school may request an interview be conducted with parents and/or student(s) from the home/exempt school seeking admittance. The interview would serve as a supplemental tool in final placement of the student(s).
7. All above procedures must be completed prior to enrollment or exempt/home school student(s).

### **Eligibility for Athletic Participation**

B. The following shall apply in determining the eligibility for a student who has previously attended a home school, and becomes a student at a Nebraska School Activities Association (NSAA) high school.

1. The home school, which the student previously attended, must have received acknowledgment from the Nebraska State Department of Education that the school conformed to the required statutes.
2. The student must be accepted by the member and placed in a grade level that will classify the individual as a student.
3. If the student enters a member school as a 10th, 11th, or 12th grade student, he/she shall have received, or be granted, twenty semester hours of credit for the immediate preceding semester. The twenty semester hours of credit must be accepted and entered on the records of the students as partial fulfillment of the school's graduation requirements.
4. Students who were enrolled in grades 9, 10, 11 or 12 at a home school and who transfer to a member high school, shall be credited with the number of semesters of high school membership in which they were a member of the home school. These students shall not exceed eight semesters of school membership beginning with the initial enrollment in grade 9 or the equivalent of grade 9.
5. Students transferring from a home school to a member high school must meet the requirements of Article 1-R, Section 5, NSAA Bylaws, participation requirements. (See NSAA Yearbook)

# STUDENT - PARENT HANDBOOK OF WAYNE ELEMENTARY 2019-2020

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Foreword

**Wayne Community Schools Student-Parent Handbook  
2019-2020 School Year**

**Foreword**

**Section 1 Intent of Handbook**

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

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

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

|                               |
|-------------------------------|
| Name                          |
| Wendy Consoli, President      |
| Jaime Manz, Vice President    |
| Deb Daum, Secretary/Treasurer |
| Sylvia Ruhl                   |
| Justin Davis                  |
| Jodi Pulfer                   |
| Lynn Junck                    |

**Section 3 Administrative Staff**

| Name         | Position       | School            | Contact Information  |
|--------------|----------------|-------------------|--|
| Mark Lenihan | Superintendent |                   | <a href="mailto:malenih1@waynebluedevils.org">malenih1@waynebluedevils.org</a><br>402-375-3150 |
| Russ Plager  | Principal      | Elementary School | <a href="mailto:ruplage1@waynebluedevils.org">ruplage1@waynebluedevils.org</a><br>402-375-3854 |

Foreword

|                |                            |                   |  |
|----------------|----------------------------|-------------------|--|
| Mark Evetovich | Assistant Principal        | Elementary School | <a href="mailto:maeveto1@waynebluedevils.org">maeveto1@waynebluedevils.org</a><br>402-375-3854 |
| Misty Bear     | Special Education Director |                   | <a href="mailto:mibeair1@waynebluedevils.org">mibeair1@waynebluedevils.org</a><br>402-833-1450 |

**Section 4 Teaching Staff**

**Wayne Elementary School**

| Name            | Department                                   | Grades       |
|-----------------|--|--------------|
| Tracy Anderson  | Vocal Music                                  | 5 & 6        |
| Annette Chase   | Language Arts, Science                       | Sixth Grade  |
| Andi Diediker   | Language Arts, Math                          | Fifth Grade  |
| Jean Dorcey     | Title  | K-6          |
| Staci Foote     | Language Arts, Math, Science, Social Studies | 1st Grade    |
| Liz Garvin      | Language Arts, Math, Science, Social Studies | Third Grade  |
| Joan Hansen     | Library/Media                                | K-6          |
| Carolyn Harder  | Nurse  | PK-12        |
| Tanya Heikes    | Language Arts, Math, Science, Social Studies | Kindergarten |
| Kara Heithold   | Speech Therapist                             | PK-12        |
| Kim Hix         | Language Arts, Math, Science                 | Fourth Grade |
| Laura Hochstein | ELL  | K-6          |
| Ashley Hoffman  | Title  | K-6          |
| Brad Hoskins    | Physical Education                           | K-6          |
| Joyce Hoskins   | Language Arts, Math                          | Sixth Grade  |
| Mike Jaixen     | Language Arts, Math, Science, Social Studies | Second Grade |
| Colleen Janke   | Language Arts, Social Studies                | Sixth Grade  |
| Monica Jensen   | Vocal Music                                  | K-4          |
| Rachel Kerby    | School Psychologist                          | PK-12        |
| Mallorie Koch   | Keyboarding                                  | 5 & 6        |
| Kim Lubberstedt | Counselor                                    | K-6          |

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|                    |  |              |
|--------------------|--|--------------|
| Jodi Lutt          | Language Arts, Math, Science, Social Studies | Second Grade |
| Courtney Maas      | Language Arts, Math, Science, Social Studies | First Grade  |
| Jessica McPhillips | Language Arts, Science                       | Fifth Grade  |
| Susan Metzler      | Language Arts, Math, Writing                 | Fourth Grade |
| Lisa Meyer         | Language Arts, Math, Science, Social Studies | Kindergarten |
| Kathy Ostrand      | Language Arts, Math, Science, Social Studies | First Grade  |
| Candace Petersen   | Special Education                            | K-6          |
| Ben Promes         | Technology Director                          | PK-12        |
| Kelly Ptacek       | Special Education                            | K-3          |
| Jean Pieper        | Special Education                            | 4-6          |
| Emily Rockhill     | Language Arts, Math, Science, Social Studies | Kindergarten |
| Emily Sims         | Language Arts, Math, Science, Social Studies | Third Grade  |
| Winter Stewart     | Language Arts, Math, Social Studies          | Fourth Grade |
| Cheryl Suehl       | Language Arts, Math, Science, Social Studies | Second Grade |
| Jennifer Thomas    | Language Arts, Math, Science, Social Studies | First Grade  |
| Sonya Tompkins     | Art/HAL                                      | K-6          |
| Phylis Trenhaile   | Language Arts, Social Studies                | Fifth Grade  |
| Carrie Wendte      | Language Arts, Math, Science, Social Studies | Third Grade  |
| Alex Wieland       | Band   | 5 & 6        |

**Section 5 Support Staff**

| Name        | Building      | Position                 |
|-------------|---------------|--------------------------|
| Deb Daum    | Jr./Sr. High  | Superintendent Assistant |
| Kurt Daum   | All Buildings | Grounds                  |
| Elda Franco | Elementary    | Administrative Assistant |

Foreword

|                 |               |                          |
|-----------------|---------------|--------------------------|
| Rochelle Nelson | Jr./Sr. High  | Business Manager         |
| Diane Peters    | Jr./Sr. High  | Assistant Bookkeeper     |
| Judy Poehlman   | Jr./Sr. High  | Food Service Manager     |
| Ben Promes      | Jr./Sr. High  | Technology Director      |
| Cindy Sherman   | Elementary    | Administrative Assistant |
| Jordan Widner   | All Buildings | Director of Maintenance  |
| Dennis Raulston | All Buildings | Grounds                  |

**Section 6      School Calendar**

See 2019-2020 School year calendar attached hereto as Appendix A.

## Foreword

### Article 1 – Mission and Goals

#### Section 1 School Mission Statement/Vision Statement/District Expectations/Character Traits

##### Mission Statement

“The Mission of Wayne Community Schools, working in partnership with families and communities it serves, is to develop well-educated life-long learners. Wayne Community Schools promotes academic excellence, creativity, and a love of learning, within a caring and secure environment. Utilizing a variety of instructional strategies, Wayne Community Schools is committed to the success of all students.”

##### Vision Statement

“Learning for Life, Every Student, Every Day”

##### Working in Partnership

- Contribute to society by becoming productive, respectful, successful, and engaged global citizens
- Demonstrate positive cooperation and problem solving skills

##### Commitment to Excellence

- Demonstrate responsibility and ownership for learning by developing goals and working to achieve excellence
- Take pride in accomplishments and have the resilience to learn from both successes and failures
- Acquire a well-rounded and exceptional educational experience that incorporates critical thinking skills in all academic areas

##### Success in Life

- Develop an appreciation of diversity, inclusion, and respect for self, others, and the environment
- Utilize technology in a responsible, effective manner to access, evaluate, and use information to solve problems and communicate ideas
- Participate in a variety of extracurricular activities as an extension of the classroom to enhance learning and leadership skills.

## Foreword

### **District Expectations**

Be Responsible/Be Prepared  
Be Respectful  
Be Safe/Do The Right Thing

### **Character Traits**

1: Respectful  
2: Responsibility  
3: Honesty/Trust  
4: Caring/Fairness  
5: Perseverance  
6: Self-Discipline  
7: Courage  
8: Citizenship

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

The goals and objectives of the Wayne Community Schools are to provide:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through

## Foreword

- onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
  6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
  7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
  8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
  9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
  10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.
  11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
  12. A welcoming environment for parents and the community.



## Foreword

### **Section 3 Mutual Respect**

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

### **Section 4 Complaint Procedures**

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

#### 1. Complaint procedure

- Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
- Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.
- Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.
- Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

#### 2. Conditions Applicable to All Levels of Complaint Procedure

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

### **Section 5 K-12 Rights and Responsibilities**

#### **The Rights**

of the Students are to:

- learn in a safe and caring environment.
- be treated with respect and dignity.
- be actively involved in learning.
- express their opinions appropriately

of the Staff Members are to:

- teach in a safe and caring environment.
- be treated with respect and dignity.
- teach and guide students.
- receive cooperation from students.

#### **The Responsibilities**

of the Administration are to:

- implement and consistently follow school-wide student management plan.
- provide opportunities to train all staff, parents/guardians, and students in the implementation of the student management plan.
- inform teachers and/or parents/guardians of disciplinary actions taken when applicable.

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- develop a partnership with parents and community.

of the Teaching Staff are to:

- teach, model, and review appropriate learning skills in a positive environment.
- establish and implement classroom rules and procedures consistent with the student management plan.
- be consistent in administering consequences according to the student management plan.
- maintain communication with parents/guardians regarding student progress.
- develop a partnership with parents/guardians and community.

of the Students are to:

- be prepared to learn.
- participate in class.
- complete assignments on time.
- follow rules and regulations and accept the consequences of their actions.
- respect the rights and property of others.

of the Parents /Guardians are to:

- know the rules and consequences of the student management plan.
- teach respect, the school guidelines, and appropriate behavior.
- support school policy.
- develop a partnership with the school.
- support students' activities in school and the community.

of the Community are to:

- provide an atmosphere of safety and support for students.
- act as a cooperative partner of the school in an educational/business role.

## Section 6 Standards for Student Behavior

***Treat others the way you want to be treated.***

**General Conduct—Choose to Live Above the Line and be a Bucket Filler—Do what is right ☺**

### **Code of Conduct**

Students are encouraged to help make their time at Wayne Elementary School both pleasant and beneficial. Students are expected to **Live Above the Line** and do what is right.

Following is the guide used by Wayne Elementary School to conduct disciplinary action. The code of conduct allows for interpretation by the administration due to circumstances and the severity of the incident.

### ***Make Smart Choices~~Think Before Act***

Choosing to not follow the conduct rules will require consequences—see MINOR/MAJOR chart.

1. Respect one another and always have appropriate actions.

## Foreword

2. Respect property at our school or any school or site visited during school sponsored events and all personal property.
3. Keep hands to oneself with only appropriate touching (high fives, side hugs).
4. Respect authority, and comply with direction of any adult school employee.
5. Always use appropriate and respectful language.
6. Wear appropriate clothes with positive sayings.
7. Show sportsmanship conduct toward visitors, our school's teams, or officials.
8. Watch athletic or music events sitting in the correct areas and leaving the gym when appropriate.

## Foreword

### Article 2 – School Day

#### Section 1 Daily Schedule – Elementary

Regular school hours are 8:00 a.m. to 4:00 p.m. with students attending classes from 8:00 a.m. to 3:20 p.m.

#### Section 2 Shortened Schedule – Elementary

Regular school hours are 10:00 a.m. to 4:00 p.m. with students attending classes from 10:00 a.m. to 3:20 p.m.

#### Section 3 Severe Weather and School Cancellations

##### Inclement Weather

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools In cases of storms or bad weather when it becomes necessary to close the school, students and parents are urged to tune radios to the local radio station, KTCH AM/FM, and listen for announcements. When it is known before school hours that school will be closed for that day, the radio announcement will generally be made several times between 6:30 and 8:00 A.M. When it becomes necessary to terminate school during the school day due to bad weather conditions, a radio announcement will be made about one hour prior to the dismissal of students and repeated several times after that. It is important to keep a current phone number on file as Blackboard connect phone messages will also be sent when necessary.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado**

## Foreword

**warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

In cases of storms or bad weather when it becomes necessary to close the school, students and parents are urged to tune radios to the local radio station, KTCH AM/FM, and listen for announcements. When it is known before school hours that school will be closed for that day, the radio announcement will generally be made several times between 6:30 and 8:00 A.M. When it becomes necessary to terminate school during the school day due to bad weather conditions, a radio announcement will be made about one hour prior to the dismissal of students and repeated several times after that. It is important to keep a current phone number on file as Blackboard connect phone messages will also be sent when necessary.

### **Section 4      Supervision Responsibility Before/After School**

#### Arrival at School/Dismissal From School

**Students should not enter the building before 7:30 a.m.** unless appointments have been made with teachers or administrators. **Prior to that time, the school is not responsible for supervision of the students.** Students are permitted in the building evenings or weekends only if directly supervised by a teacher or administrator. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at 3:20 p.m. unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

#### Signing a Child In and Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after the start of the day or leaving prior to the end of the day. The parent or guardian must report

## Foreword

to the main office for this purpose (note or phone call). The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

### Supervision at Dismissal

Students are expected to leave school within 10 minutes of the end of the day, unless they are participating in an extra-curricular activity, or under direct supervision of a teacher or administrator.

### Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

## **Section 5      Messages/Deliveries**

Routine messages will be relayed to students at a time that is non-interrupting to class. Only emergency messages will be hand delivered immediately. Teachers must know how your child is getting home and who will be picking them up. If this information changes, teachers must be made aware. Teachers may not have time to check emails or phone messages until students have left for the day, so call the office if the message is needed promptly. Students will be given a note to pick up personal flowers, presents, or balloon gifts from the office at the end of the school day. (Exceptions may be made for early dismissals.)

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### **Section 6      Recess**

Students at Wayne Elementary will have the following amount of supervised recess on an ordinary day of school. Adjustments will be made based on changes of schedules. Recess will be outside unless weather does not permit us to go outside. Indoor recess will be in the gym or in the classrooms.

Kindergarten/1st Grade: 45 minutes (3 recess times)

2nd-3rd-4th Grade: 30 minutes (2 recess times)

5th-6th Grade: 15 minutes (1 recess)

### **Section 7      Wayne Elementary Recess and School Clothing Guidelines (Recess)**

Living in Nebraska requires adaptability to frequent weather changes. We will go outside for recess every day that we can. Should there be rain, wind, or snow, we watch the radar and thermometer and if there is no precipitation we will go outside, at least on the blacktop. We care about your child's health but also know that outdoor activity is crucial to a healthy lifestyle. Watch/Listen to local weather reports and help your child dress according to our guidelines below or also be prepared for delays and cancellations. The teachers will all use Real Feel AccuWeather to determine what the temperature is for that day.

#### **Wind Chill / Temperature**

60 – and up

- Clothing Guidelines: Regular dress code applies

40 – 59 degrees

- Clothing Guidelines: Pants, jacket, or hooded sweatshirt

0 – 39 degrees

- Clothing Guidelines: Coat required (Hats and gloves recommended)

0 degrees & below

- Clothing Guidelines: No outdoor recess but please continue to wear appropriate clothing in case of an emergency or emergency drill

#### **Playing in the Snow**

- If a student has snow gear (snow pants, coat, gloves) they will be able to play in the snow.
- If a student has boots and no snow pants they can walk on the snow, but not play in the snow.
- If a student does not have snow boots and snow pants they will be allowed to play on the concrete/blacktop areas that are cleared of snow.

## Foreword

### Section 8 School Meals

Both breakfast and lunch are available for students each day. We begin serving breakfast at 7:30 a.m. If your child arrives between 7:30 a.m. and 7:50 a.m., they will be receiving a hot breakfast. If your child arrives after 7:50 a.m., they will receive a grab 'n go breakfast, so they are not tardy to class. Please make sure to call the school prior to 9:00 a.m. in order to get a correct lunch count if you plan on eating with your child.

Meal prices are set annually before the school year begins. Meal prices will be posted in the school newsletter, on the monthly menu, on the school website, and in The Wayne Herald newspaper. Students may deposit money in their meal accounts between the times of 7:30 and 8:05 a.m., and between first and second period. Students who bring sack lunches are to eat in the Commons. Milk may be purchased separately to drink with a sack lunch. **Food or drinks from outside school during school lunch hours (11:00 a.m. - 1:00 p.m.) are not allowed in the building. Students with a negative balance are not allowed to buy ala carte items.**

“Under Federal law, there is no requirement that children paying the reduced or full price be given credit which permits them to charge the price of meals when they don't have money with them to pay.” As a courtesy, Wayne Community Schools will continue serve meals until the family lunch balance reaches **negative** \$25.00. At that time, students will not be allowed to eat school meals. Once a positive account balance is established, students will be allowed to resume eating school meals. Families will be sent a statement by mail (every Wednesday) when their balance reaches **negative** \$10 or more. A call from the school office will be made when an account reaches **negative** \$25.00.

Families using the meal program may access their account information online. You can check your account balance at any time, and view two weeks worth of meal purchases for your family members. To get your login and password, please contact your school. To access the site, please go to the Wayne Community Schools website <http://schools.waynene.org>, press the Technology button on the left side. Once there, press the Lunch Program button on the site.

### Section 9 Birthdays

Birthdays are celebrated in homerooms through a variety of activities that do not include food. Please contact your child's homeroom teacher if you have any questions. Invitations to parties are not to be distributed at school unless the entire class is invited. Office personnel may not share addresses, telephone numbers, or parents' names.

### Section 10 Bucket Fillers

Character education traits are taught by teachers and the guidance counselor throughout the school year. Students may receive a Bucket Filler by any staff member for demonstrating Living Above the Line behavior. Recipients put his/ her Bucket Filler postcard in the office bucket, and at the end of each month the cards are mailed to the families.



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### **Section 11 Assemblies**

Each month a school wide assembly is held as another way to celebrate the excellent work of our students and staff. Students' with birthdays and those who received Bucket Fillers are also recognized.

### **Section 12 Instrumental Music**

The instrumental music department offers the student an opportunity to progress in all phases of musicianship. Beginning in fifth grade, students advance their development through participation in large ensembles, small ensembles, and solos. Additional activities exist for those who are interested.

### **Section 13 Nuisance Items**

Nuisance Items such as fidget spinners and trading card should not be brought to school unless the student gains special permission. This is done to reduce distractions.

### **Section 14 Change of Information**

Should any student move to a new place of residence, the parent must notify the principal's office as soon as possible of address, phone number, or job changes.

### **Section 15 Emergency Evacuation Lockout and Lockdown**

Tornado, earthquake, and fire drills are conducted according to the requirements of state law. Procedures are posted in each classroom. Tampering with fire safety equipment or deliberately setting off fire alarm equipment is a serious offense. Such an act is grounds for suspension or expulsion and may be accompanied by a complaint filed with the State Fire Marshal.

### **Section 16 Wayne Community Schools Emergency Response Plan Managing Student Release to Parents/Guardians**

#### **In Case of Emergency**

##### **General Emergency Information**

It is everyone's hope that there will never be a need to enact the following emergency procedures. Being prepared in the event of an emergency or disaster is a responsibility the Wayne Community Schools has to the students and families of our community, and is a responsibility that is taken very seriously. Thank you for taking the time to review this emergency information and these emergency procedures. All staff have been trained in the implementation of our Emergency Plan. Students have been trained through drills of various disasters.

## Foreword

Wayne Community Schools are well prepared to deal with emergency situations. A detailed Emergency Response Plan is in place for all staff to follow. Teams have been set up to handle the safety of the students and communication to the public.

If there is an emergency during the school day, the safety and well-being of the students will be the highest priority. Staff members are required by state law to serve as emergency workers, and staff will be on site to care for students, no matter how long it takes to reunite students with their families.

Certain situations may involve releasing students from school or relocating them at a time when parents expect their children to be at school. Such actions are authorized by the superintendent or principal only in times of extreme emergency.

Specific procedures, as described in this packet, are established to maintain a safe and secure environment during what will likely be a very stressful time. All parents/guardians will be asked to follow the direction of staff and volunteers. We ask that all individuals remain calm and patient. It is truly in the best interest of every child that all adults present in emergency situations are patient while cooperating with established emergency procedures.

### **In Case of Emergency:**

Please DO NOT call the school!

Listen to local radio and check social media for information:

KTCH

FaceBook: [www.facebook.com/Wayne-Community-Schools](http://www.facebook.com/Wayne-Community-Schools)

Twitter: Wayne Blue Devils@WayneSchools

### **To Prepare for an Emergency**

- It is critical that parents/guardians keep the information for emergency contacts at the school office up-to-date.
- Parents/Guardians should confirm that the school has the current cell phone or other phone numbers to be used in case of an emergency.

### **Student Release:**

Certain situations may involve releasing students from school or relocating them to an alternate site. Such actions are authorized by the superintendent or principals only in times of extreme emergency.

### **Guidance for Parents:**

- Remain calm!

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- Please DO NOT CALL THE SCHOOL!
- If telephone lines are operational, each school will notify parents/guardians, at the telephone number provided on the Emergency Form.
- DO NOT automatically rush to the school.

### **Guidance for Parents Involving Child Pick-up:**

- Parents/guardians will be notified when and where their child may be picked up.
- Please DO NOT park in the parking lots or directly around the schools. These areas are reserved for emergency vehicle parking.
- Students will be released to parents/guardians ONLY – Photo ID is required.
  - Students will be out of sight to parents/guardians. Staff will bring your child to you. Please be respectful of this rule.
- Plan on picking up your youngest student first.
- Plan on the check-out procedure taking time – PATIENCE!

Thank you for your cooperation in this!

## **Article 3 – Use of Building and Grounds**

### **Section 1 Visitors**

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

### **Section 2 Smoke-Free Environment**

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

### **Section 3 Care of School Property**

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

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

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### **Section 4 Lockers**

Some grade-levels will be assigned a locker. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

### **Section 5 Searches of Lockers and Other Types of Searches**

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration.

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
1. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.
2. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
3. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
4. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
5. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

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### **Section 6 Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **Section 7 Use of Telephone**

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. There is a courtesy phone available for student use in the office. Use of the phone is not an excuse to be tardy to class.

### **Section 8 Bicycles**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks and licenses. The school is not responsible for damage or theft of parts while bicycles are on school property.

### **Section 9 Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

### **Section 10 Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Periodically throughout the year, all lost and found items will be taken to Micah's closet.

### **Section 11 Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

### **Section 12 Laboratory Safety Glasses**

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

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### **Section 13 Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

### **Section 14 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

### **Section 15 Copyright and Fair Use Policy**

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
  
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## Foreword

### **Section 16    Grounds/Parking/Pick Up/Drop Off**

#### **Grounds/Parking**

All traffic laws of the state apply to the operation of motor vehicles on the school grounds including the prohibition of passing a school bus loading or unloading pupils. Extreme care must be taken to prevent accidents. The school assumes no liability for damage, loss, or theft from vehicles.

East side is for parents/guardians to bring and pick up students. West side is for busses and the City Van to transport children.

#### **Parents**

1. Drive vehicles slowly, safely, and watch for children at all times.
2. Park only in designated areas. Do NOT park on crosswalks.
3. Keep bus areas (west side of school) clear from other traffic.
4. Model patience for your children.

#### **Student Drop Off**

Student drop off is on the east side of the school. Please travel south on Douglas St. and drop off your student on the east side of the building. This is a one way street that will be monitored by the staff and police. Please do not travel east down 4th street to get to the east side of the building. 4th street is where teachers park before the school day. We do not want parents dropping off their children in this busy area due to safety concerns. In addition, when dropping off your student, please park as far south on Douglas St. as far as possible to allow multiple parents to drop off their children. Please do not drop your student off on the west side of the building. This request is made due to buses traveling on this street to drop off students.

#### **Student Pick Up**

Student pick up is on the east side of the school. The following pick up procedures for each grade will help us make dismissal safe and timely. Our goal is to dismiss students in a manner that reduces instructional distractions, minimizes congestion in the commons area, and allows the staff to systematically get your students home safely.

#### **Kindergarten**

Parents of kindergarten students can enter the building at 3:15 p.m. and go directly to the gym. The kindergarten students that ride home with their parents will be walked to the gym by their teacher. They will dismiss the students to their parents to make sure that all students are safe.

#### **1st/2nd Grade**

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Our 1st and 2nd grade students that ride home with their parents will be walked out the east doors of the building, and will be dismissed to their parents to make sure that all students are safe. Please do not enter the building before 3:20 p.m. unless you need to communicate with school personnel. This will help us avoid distractions at the end of the day, and it will keep the congestion in the commons area to a minimum.

### **3rd/4th/5th/6th Grade**

Our 3rd, 4th, 5th, and 6th grade students will be dismissed by their teachers from their classroom. They will walk out the north doors, and the students will meet their parents outside. Please do not enter the building before 3:20 p.m. unless you need to communicate with school personnel. This will help us avoid distractions at the end of the day, and it will keep the congestion in the commons area to a minimum.

### **Siblings Meeting Spot**

Our elementary students that need to meet up with their siblings in other grades will use the gym as their meeting spot. Parents of these students can enter the building at 3:15 and go directly to the gym to pick up their students. This will allow parents with multiple students in the building to pick up all of their students in one place.

### **Bus/Van/Rainbow/Activities Center**

The students will be loaded and dropped off on the west side of the school.

## **Article 4 – Attendance**

### **Section 1                      Attendance Policy**

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

### **Section 2                      Attendance and Absences**

Excused and Unexcused Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:



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- a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
- b. Illness which causes a student to be absent from school (if medical note is provided).
- c. Doctor or dental appointment which require student to be absent from school (if medical note is provided).
- d. Court appearances that are required by a court order and the student is not responsible for needing to be in court.
- e. School sponsored activities which require students to be absent from school.
- f. Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two (2) reasons, depending on circumstances such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

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

Leaving School or Class. Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

### **Section 3 Absence Procedures**

Please call the office informing them of the reason your child will not be in attendance. (375-3854 or 375-2230). Police may be contacted to do a wellness check if there has been no communication. A student will not be allowed to enter class after a same day absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office.

### **Section 4 Make-up Work**

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

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The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences. Assignment sheets and homework may be picked up from the office at 3:30 or earlier per/parent request.

### **Section 5 Attendance is Required to Participate in Activities**

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. This includes athletic contests, practices and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

### **Section 6 Truancy**

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.

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4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

### **CORE Team**

- This is a team at our building that is composed of administrators and support staff that collaborate in order to support families in the areas of tardies, attendance, and community resources. The team uses the following criteria and/or their professional judgement as they make decisions for our students:

5 days absent - monitor/call home/letter

5 tardies- monitor/call home/letter

10 days absent - monitor/call home/letter/set up collaborative plan

10 tardies - monitor/call home/letter/set up collaborative plan

15 days absent - monitor/call home/letter/set up collaborative plan/home visit/possibly refer to county attorney

15 tardies - monitor/call home/letter/set up collaborative plan/home visit/possibly refer to county attorney

20 days absent - monitor/call home/letter/set up collaborative plan/home visit/ refer to county attorney

20 tardies - monitor/call home/letter/set up collaborative plan/home visit/ refer to county attorney

## **Article 5 – Scholastic Achievement**

### **Section 1 Promotion and Retention**

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress

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annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

### **Section 2 Interim Reports**

Various supplemental reports may be made available to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

### **Section 3 Report Cards**

Report cards are issued at the end of each quarter for grades 1 through 6. Kindergarten will receive TS Gold report cards 3 times a year. Grades 4, 5, and 6 will receive mid-term reports.

### **Section 4 Parent-Teacher Conferences**

Parent-teacher conferences will be held two times a year. There will also be a parent night. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

### **Section 5 Academic Integrity**

#### **A. Policy Statement**

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

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

#### **B. Definitions**

The following definitions provide a guide to the standards of academic integrity:

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

Cheating includes, but is not limited to:

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- (a) Tests (includes tests, quizzes and other examinations or academic performances):
- (1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
  - (2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
  - (3) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
  - (4) Use of Other Student to Take Test: Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
  - (5) Misrepresenting Need to Delay Test: Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- (1) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - (2) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
  - (3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student’s work. For example, a student engages in cheating if the student has a draft essay reviewed by the student’s parent or sibling, and the essay is substantially re-written by the student’s parent or sibling. Assistance from home is encouraged, but the work must remain the student’s.
  - (4) Failure to Contribute to Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - (5) Misrepresenting Need to Delay Paper: Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student

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engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

- (1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
- (2) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

### C. Sanctions

The following sanctions will occur for academic integrity offenses:

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

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assigned grades or contributing to academic integrity violations.

### **Article 6 - Support Services**

#### **Section 1 Special Education Services**

##### What Does Special Education Mean?

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

##### Students Who May Benefit

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

##### How are Students With Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

##### Child Find

The Board of Education, at Wayne Community Schools, District 17 wishes to reaffirm its position that all children ages 0-21 in the Wayne Community School District, regardless of their handicapping condition, are entitled to a Free Appropriate Public Education and an equal opportunity for education according to the individual's needs.

The Board assumes the responsibility to assure that handicapped children are identified, evaluated and verified, and are provided or contracted for program services for all resident handicapped children who benefit from such programs. If you have a child or know of a child which may require special education please contact Misty Bear, Special Director, at (402)833-1450; or Tucker Hight, Assistant Special Education Director, at (402)375-3854.

##### Special Education Placement

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

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achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

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

### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Special Education Director. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

### **Section 2 Students with Disabilities: Section 504**

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. "Section 504 is a federal anti-discrimination law that prohibits school districts from discriminating against students with disabilities. A student may be identified with a disability under Section 504 if the student has a physical or mental impairment that substantially limits one or more major life activity, included but not limited to learning. the school district has specific responsibilities under Section 504, including the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If you believe your child may qualify for services under Section 504 please contact your building principal."

### **Section 3 School Counseling Services**

Wayne Community Schools employs counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

### **Section 4 Health Services**

#### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100 degrees F., vomiting, diarrhea, unexplained rashes, or determination by school nurse that the child's condition prevents meaningful participation in educational programs, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

#### Guidelines for Administering Medication



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The administration of prescription and/or non-prescription (over-the-counter) medications by school personnel is subject to the following conditions:

1. For the safety of all children, elementary students are not permitted to have medicine in their possession while at school. Students may carry some types of medications if pre-approved by their physician and school officials. Other medicines should be kept in the nurse's or building office.
2. Medication must be brought to school in the original container appropriately labeled by the pharmacy or physician.
3. All medications must be properly labeled with the child's name, medication name, directions for administration and possible side effects.
4. A signed and dated note from the parent or guardian must accompany all requests for students to receive medication at school.
5. In the case of a medication that the student takes on a regular basis, further documentation is required by the state and can be obtained through the school nurse. This documentation must be renewed annually.

### School Health Screening

Children in Preschool and grades one through fourth, as well as Sophomores are screened for vision, hearing, dental defects, height and weight. Students may also be screened if a health concern has been identified. Parents who do not wish their child to participate in the school screenings program must communicate this in writing to the school health office at the start of the school year. Nebraska statutes require school-age screening and in order for parents to remove their children from the program they must submit findings from an alternate medical provider to the school by December 1 of that year.

### Physical and Visual Examination

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

### Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

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

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**Summary of the School Immunization Rules and Regulations  
For 2019-2020 School Year**

| <b>Student Age Group</b>   | <b>Required Vaccines</b>  |
|--|---|
| Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider        | 4 doses of DTaP, DTP, or DT vaccine<br>3 doses of Polio vaccine<br>3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age<br>3 doses of pediatric Hepatitis B vaccine<br>1 dose of MMR or MMRV given on or after 12 months of age<br>1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.<br>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age  |
| Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade) | 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday<br>3 doses of Polio vaccine<br>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age<br>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month<br>2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots. |
| Students entering 7 <sup>th</sup> grade  | Must be current with the above vaccinations<br>AND receive<br>1 dose of Tdap (contain Pertussis booster)  |
| Students transferring from outside the state at any grade  | Must be immunized appropriately according to the grade entered.   |

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: [http://dhhs.ne.gov/Pages/reg\\_t173.aspx](http://dhhs.ne.gov/Pages/reg_t173.aspx) (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

**Updated 01/26/2018**

**Birth Certificate Requirements**

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

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Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

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

### Guidelines for Head Lice

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

The Academy of Pediatrics no longer considers head lice as a health issue or a reason to exclude children from school.

1. If live head lice are discovered on a child the parent will be called and informed. The school then assumes that the parent will treat the child that day after.
2. Written treatment information and instructions will be made available to parents upon request. (including how to check for head lice\*.)
3. A child who has been identified with live lice will be able to return to school after treatment.
4. Families are encouraged to report head lice to the school health office.

\*Nit removal will be emphasized for effective management of the condition. For more information, call the nurse at your child's school.

## **Section 5      Transportation Services**

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

### **Behavior on School Buses**

- I. General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles. **Special Conduct Rules for Riding School Buses.**

#### A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.

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2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

### B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

**II. Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

**III. Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

## Article 7 – Drugs, Alcohol and Tobacco

### Section 1 Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The

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consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

### **Section 2 Education and Prevention**

Drug and Alcohol Use and Prevention. Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

### **Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco**

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

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

### **Disciplinary Sanctions**

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.

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3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

### **Intervention**

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

### **Administration**

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

## **Article 8 – Student Conduct Rules**

### **Section 1 Purpose of Student Conduct Rules**

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

### **Section 2 Forms of School Discipline**

- A. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:
1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
  2. Other violations of rules and standards of behavior adopted by the Wayne Community Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

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1. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
  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 the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
  3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
  4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
  5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
- B. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension. The procedures will be those set forth in the Student Discipline Act.
- C. 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 (a) the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) 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. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the



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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. The suspension pending hearing may be imposed 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.

3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
4. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
5. 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 (1) full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education

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

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

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

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

- E. Other Forms of Student Discipline. Administrative and teaching personnel may take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

### **Section 3 Student Conduct Expectations**

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

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### **A. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment**

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

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

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- alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
8. Public indecency or sexual conduct;
  9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
  10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
  11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
  12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
  13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
  14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
  15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
  16. Willfully violating the behavioral expectations for those students riding Wayne Community Schools' buses.
  17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
    - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except

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- if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one (1) calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

### **B. Additional Student Conduct Expectations and Grounds for Discipline**

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

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

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination,

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expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

### (2) Electronic Devices

a. Philosophy and Purpose. Wayne Community Schools strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

#### b. Definitions.

(1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

#### c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

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- (2) Students are permitted to possess and use electronic devices before school hours (7:55 on regular start days and 9:55 on late-start days) and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

### d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and



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returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

- (i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.
- (ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

e. Penalties for Prohibited Use of Electronic Devices:

Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

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- (ii) Students who send or encourage another to send a “sexting” message shall be subject to a five (5) day suspension from school.

- f. Reporting to Law Enforcement.

Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

- g. Responsibility for Electronic Devices.

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

- (3) Harassment and Bullying Policy: One of the missions of Wayne Community Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others’ property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

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- (4) Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
- a. 1st Offense: Student will be confronted and directed to cease.
  - b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
  - c. 3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with Administrator(s) and/or counselor.
  - d. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- (5) Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.
- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
  - b. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be consumed outside.
  - c. Students are expected to bring all books and necessary materials to class. This includes study halls.
  - d. Assignments for all classes are due as assigned by the teacher.
  - e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
  - f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
  - g. Students are to be in their seats and ready for class on the tardy bell.
  - h. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
  - i. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
  - j. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
  - k. Snow handling is prohibited.

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- (6) Network, E-Mail, Internet and Other Computer Use Rules:
- (a) General Rules:
- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
  - (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
  - (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
  - (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
  - (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."
- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be

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liable for any and all damages to the computer, information, files, programs or disks.

- (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
  - (iii) Users shall not use or try to discover another user's account or password.
  - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
  - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
  - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
  - (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
  - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
  - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
  - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.
  - (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.

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- (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- (v) All communications and information accessible via the network should be assumed to be private property of others.
- (vi) Do not place unlawful information on any network system.
- (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- (ix) Other rules may be established by the network administrators or teachers from time to time.

(d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

(e) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

(7) (8) Risks of Social Networking:

The purpose of this message is to give our students information about the risks of using social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you post on a social network may affect you years later.

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What you post on social networks may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on social network sites.

Here are some common sense guidelines that you should follow when using social networks and the Internet in general:

Ø Don't forget that your profile on social network forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).

Ø Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.

Ø People aren't always who they say they are. Be careful about adding strangers to your friends list. Avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.

Ø Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to the authorities.

Ø Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!

Ø Don't mislead people into thinking that you're older or younger.

We urge all students to following these common sense guidelines.

### **Section 4 Reporting Student Law Violations:**

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

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each

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school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

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

### **Article 9 – Extra-Curricular Activities - Rights, Conduct, Rules and Regulations**

#### **Section 1 Student Fees Policy**

The Board of Education of Wayne Community Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

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

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students



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also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

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

### (2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

### (b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the

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District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one (1) copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

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

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one (1) student resides, at no cost.

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**Article 10 – State and Federal Programs**

**Section 1 Notice of Nondiscrimination**

Notice of Nondiscrimination The Wayne Community School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

**Section 2 Designation of Coordinators**

Any person having concerns or needing information about the District’s compliance with anti-discrimination laws or policies should contact the District’s designated Coordinator for the applicable anti-discrimination law.

| Law, Policy or Program  | Issue or Concern   | Coordinator                |
|---|--|----------------------------|
| Title VI  | Discrimination or harassment based on race, color, or national origin; harassment    | High School Principal      |
| Title IX  | Discrimination or harassment based on sex; gender equity                             | High School. Principal     |
| Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA) | Discrimination, harassment or reasonable accommodations of persons with disabilities | Special Education Director |
| Homeless student laws   | Children who are homeless  | Special Education Director |
| Safe and Drug Free Schools and Communities  | Safe and drug free schools   | Elementary Principal       |

The Coordinator may be contacted at: 611 West 7th Street, Wayne, Nebraska 68787, telephone number (402) 375-3150.

**Section 3 Anti-discrimination & Harassment Policy**

Elimination of Discrimination. The Wayne Community Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations. (Policy 1200)

Preventing Harassment and Discrimination of Students.

Purpose: Wayne Community Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Wayne Community Schools will try to

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protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:

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Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Wayne Community Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will promptly and thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

### **Section 4      Multicultural Policy**

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.(Policy 6370)

### **Section 5      Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.

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4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

### **Section 6 Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. School or school district the student attended before he or she enrolled in Wayne Community Schools.

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Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

**The District may disclose information about former students, meeting the conditions in this section.**

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

### Notice Concerning Designation of Law Enforcement Unit:

The District designates the Wayne Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

## **Section 7 Notice to Parents of Students in Programs Receiving Title I Funding**

Staff Qualifications. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- (A) Whether the student's teacher—
  - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;



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- (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - (iii) is teaching in the field of discipline of the certification of the teacher.
- (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Testing Opt-Out. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District’s policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District’s website) information on each State or District assessment, including:

- (A) the subject matter assessed;
- (B) the purpose for which the assessment is designed and used;
- (C) the source of the requirement for the assessment;
- (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
- (E) the time and format for disseminating results.

Language Instruction Programs. If the District receives Title I funds, parents of English learners will be informed regarding how the parents can—

- (A) be involved in the education of their children; and
- (B) be active participants in assisting their children to—
  - (i) attain English proficiency;
  - (ii) achieve at high levels within a well-rounded education; and
  - (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

Please contact the administrative office to receive the foregoing information.

## **Section 8      Dating Violence Prevention**

The board prohibits behavior that has a negative impact on student health, welfare, safety and the school’s learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actual uses of, physical, sexual, verbal or emotional abuse to control his/her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.

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The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. (Policy 5420)

### **Section 9 HIPAA (Health Insurance Portability and Accountability Act, 1996)**

Parents must give written consent to the health care provider before information can be released to the school.

### **Section 10 Public Notification for Eliminating Discrimination And Denial of Services in Vocational Education Program**

“No person who falls under the jurisdiction of the Wayne School District shall on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity which is part of the Wayne School District program offerings.”

### **Section 11 Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protection areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

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- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Section 12 Administrative Regulation Admittance-Home School Educated Students**

This regulation provides procedures for the admittance to Wayne Community Schools of students who have previously been in attendance at an exempt school or home school pursuant to Section 79-1701, Nebraska School Law.

These procedures apply only to students from exempt schools or home schools and are not applicable to students who have been in attendance at approved or accredited schools.

#### **Thirty (30) Days**

- A. Prior to the projected date for admission of a student from an exempt or home school to Wayne Community Schools, the parent or guardian will submit:
  1. A statement to school officials, of the receiving school (superintendent/principal), containing the name(s) and age(s) of all children requesting admittance and the name(s) of parents or guardian(s) containing assurances of access to enrollment, attendance, health and psychological records.
  2. A copy of materials which were submitted to the Nebraska Commissioner of Education under Section 004, Rule 13, Nebraska Department of Education prior to the opening or beginning of operation of the exempt or home school. Items included are: (1) a calendar for the school year; (2) a list of names of all instructional monitors; (3) a chart or written summary showing scope and sequence of the program of instruction; (4) a list of all classes or courses and the names of monitors for these classes; (5) chart of grade levels included in the exempt/home school.
  3. In order to verify information submitted in Section 004, Rule 13, Nebraska Department of Education, the receiving school (Wayne Community Schools), may deem it necessary to conduct achievement testing. School officials will contact the parent/guardian and a test(s), a time, and a procedure shall be mutually designated and established.

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Should the testing be requested from a source outside the receiving school, cost for such testing shall be borne by the parents/guardians of the exempt/home school student(s).

4. Teachers of basic skill courses in language arts, mathematics, science, social studies and health for which exempt/home school students will enroll shall assist in the review of materials submitted by parents/guardians under Section 004, Rule 13, Nebraska Department of Education.
5. School officials of the receiving school may request an interview be conducted with parents and/or student(s) from the home/exempt school seeking admittance. The interview would serve as a supplemental tool in final placement of the student(s).
6. All above procedures must be completed prior to enrollment or exempt/home school student(s).

### **Section 13 Business Operations**

#### **Meal Charge Policy**

As a courtesy, Wayne Community Schools will continue serve meals until the family lunch balance reaches **negative** \$25.00. At that time, students will not be allowed to eat school meals. Once a positive account balance is established, students will be allowed to resume eating school meals. Families will be sent a statement when their balance reaches **negative** \$10 or more. A call from the school office will be made when an account reaches **negative** \$25.00.

#### **Student Eligibility**

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

#### **Meal Account Balances**

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without an additional transaction fee for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and

## Foreword

the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

### **Student Confidentiality**

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

### **Section 14 Student Privacy Protection Policy**

It is the policy of Wayne Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as

## Foreword

will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures

## Foreword

for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of

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the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### **Section 15 Parental Involvement**

#### **6410 Policy Title I Parental and Family Involvement Policy**

This Parental and Family Involvement[JK1] Policy is established in compliance with Title I. Wayne Community Schools has a parental and family involvement policy applicable to parents and family members of all children. The parental and family involvement policy applicable to parents and family members of all children is not replaced by this Title I Parental and Family Involvement Policy and shall continue to be applicable to all parents and family members, including parents and family members participating in Title I programs.

It is the policy of Wayne Community Schools to implement programs, activities, and procedures for the involvement of parents and family members in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents and family members of participating children.

#### **Expectations for Parental Involvement**

It is the expectation of Wayne Community Schools that parents and family members of participating children will have opportunities available for parental and family involvement in the programs, activities, and procedures of the District’s Title I program. The term “parental and family involvement” means the participation of parents and family in regular, two-way, and



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meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents and family members play an integral role in assisting their child’s learning; (B) that parents and family members are encouraged to be actively involved in their child’s education at school; (C) that parents and family members are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental and family involvement policy. The District intends to meet this expectation through the following activities:

A. Involving parents and family members in the joint development of the District’s Title I plan and the processes of school review and school improvement.

B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.

C. Building the schools’, parents’ and family’s capacity for strong parental and family involvement.

D. Coordinating and integrating parental and family involvement strategies under Title I with parental and family involvement strategies under other programs.

E. Conducting, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents and family members in Title I programs, with particular attention to parents and families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental and family involvement policies of the District.

F. Involving parents and family members in the activities of the schools served under Title I.

### Policy Involvement

Each school served under the Title I program shall:

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A. Convene an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation under the Title I program and to explain the requirements of the Title I program.

B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental and family involvement in such meetings by offering transportation, child care, or home visits.

C. Involve parents and family members in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.

D. Provide parents and family members of participating children—(1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents and family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

E. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents and family members of participating children, submit any parental or family members' comments on the plan when the school makes the plan available to the District.

### Shared Responsibilities for High Student Academic Achievement

As a component of the District's parental and family involvement policy, each school served under the Title I program shall jointly develop with parents and family members for all children served under the Title I program a school-parent compact that outlines how parents, family members, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school, parents and family members will build and develop a partnership to help children achieve the State's high standards. Such compact shall—(1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent and family will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of

## Foreword

communication between teachers, parents and family members on an ongoing basis through, at a minimum—(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement; (B) frequent reports to parents and family members on their children’s progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities.

### Building Capacity for Involvement

To ensure effective involvement of parents and family members and to support a partnership among the District, parents, family members, and the community to improve student academic achievement, each school participating in the Title I program and the District—(1) shall provide assistance to participating parents and family members, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child’s progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents and family members to work with their children to improve their children’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental and family member involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent and family programs, and build ties between parents, family members and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent and family involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent and family resource centers, that encourage and support parents and family members in more fully participating in the education of their children; (5) shall ensure that information related to school and parent and family programs, meetings, and other activities is sent to the parents and family members of participating children in a format, and to the extent practicable, in a language the parents and family members can understand; (6) may involve parents and family members in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental and family involvement activities, including transportation and child care costs, to enable parents and family members to participate in school-related meetings and training sessions; (9) may train parents and family

## Foreword

members to enhance the involvement of other parents and family members; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents and family members who are unable to attend such conferences at school, in order to maximize parental and family involvement and participation; (11) may adopt and implement model approaches to improving parental and family involvement; (12) may establish a district-wide parent and family advisory council to provide advice on all matters related to parental and family involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent and family involvement activities; and (14) shall provide such other reasonable support for parental and family involvement activities under Title I as parents and family members may request.

### Accessibility

In carrying out the parental and family involvement activities for this Title I Parental and Family Involvement policy, the District shall provide full opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

### Use, Distribution, and Updating of this Policy

This Title I Parental and Family Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents and family members of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and family members and the school.

### **Section 16 Homeless Students Policy**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) 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; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to

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participate in the education of their children; (5) 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; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with the Nebraska Commissioner of Education and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. 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 as provided in Nebraska Rule 19.

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 process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the

## Foreword

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. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Wayne Community Schools based on it being the school of origin, the new school and Wayne Community Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

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**Wayne Community Schools Expectations  
Title I Student/Parent/Teacher Compact  
“Learning For Life”**

**Students Promise:**

Return completed school work on time. Be at school on time unless I am sick.  
Be responsible for my own behavior.  
Try my best at all times.  
Respect and cooperate with other students and adults.

**Family Promise**

Provide a quiet place/time to do schoolwork and encourage my child to complete homework.  
Ensure my child gets adequate sleep and has a healthy diet.  
Make sure my child is at school on time.  
Communicate and work with teachers and staff to support and challenge my child.

**School Promise**

Teach necessary and challenging academic concepts to your child.  
Be aware of the needs of your child.  
Regularly communicate with you on your child’s progress.  
Provide high quality curriculum and instruction in a supportive and effective learning environment, to enable children to meet challenging state academic standards.  
Provide a safe, positive learning environment for your child.  
Respect the cultural differences of students and their families.  
Provide high quality curriculum and instruction to your child while being aware of the specific needs of your child.

**Signing this demonstrates your willingness and eagerness to participate with us to ensure your child’s success:**

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(Please return entire page. A copy will be made and sent home.)**

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ADMINISTRATIVE REGULATION 5416  
STUDENTS

**Student Fee Waiver**

To qualify for Student Fee Waiver the family must meet the federal guidelines to be eligible for the free and reduced lunch. A student does not have to be taking free and reduced lunch they just have to be eligible to do so.

To receive the Fee Waiver the following steps must be complete (prior to the fee being charged);

Step One – Complete and File with the school district “Free and Reduced Price School Meals Application” form (this form will be mailed out the beginning of the school year and is also available in the school district offices).

Step Two – Complete and File with the school district a “Sharing Information With Other Programs” form (this form will be mailed out the beginning of the school year and is also available in the school district offices).

For those students who qualify, a Fee Waiver can be used for providing a musical instrument.

**Student Fees for Curricular Activities**

None

Fee waivers are allowed for the students who qualify for free and reduced lunch. The Student Fee Waiver Application must be completed prior to the activity.

**Student Fee Waiver Application**

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, specialized attire and project materials waived as provided by district policy. All information provided in connection with this application will be kept confidential. This waiver does not carry over from year to year and must be completed annually.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED FOR THE FEE WAIVER APPLICATION TO BE PROCESSED

**PLEASE PRINT**

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

Name of Parent or Guardian: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

| <u>Student Name(s)</u> | <u>School Attending</u> | <u>Grade</u> |
|------------------------|-------------------------|--------------|
| _____                  | _____                   | _____        |
| _____                  | _____                   | _____        |
| _____                  | _____                   | _____        |

Your signature below is required for the release of information regarding the student or student’s family financial eligibility for the programs checked above. Without your signature, this application cannot be processed.

Signature of parent or guardian: \_\_\_\_\_

-----

Specific fees, equipment, attire or materials to which this waiver applies:

Administrator’s signature: \_\_\_\_\_



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**Students' Rights and Responsibilities**

The rules and regulations are included in the handbook for the 2019-2020 school year. We request you return the Acknowledgment Sheet for our files. If you have any questions regarding the attached material, please feel free to contact the school.

The family of \_\_\_\_\_ had an opportunity to read the Elementary Handbook for Parents, which includes **Students' Rights and Responsibilities in Wayne Elementary Schools, the Internet Policy, and the Staff and Student Harassment Policy.**

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

Student Signature(s): \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

*Please have a signature from each elementary child in your family.*

\*\*\*\*\*

**NOTE: PLEASE RETURN THIS ENTIRE PAGE WITH ALL THE NECESSARY INFORMATION AND SIGNATURES COMPLETED SEVEN DAYS AFTER THE FIRST DAY OF ATTENDANCE.**

**Includes within the handbook**

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**RECEIPT OF 2019-2020 STUDENT - PARENT HANDBOOK  
OF WAYNE COMMUNITY SCHOOLS**

This signed receipt acknowledges receipt of the 2019-2020 Student-Parent Handbook of Wayne Community Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

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

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

Return to:

\_\_\_\_\_  
Wayne Community Schools  
611 West 7<sup>th</sup> Street  
Wayne, Nebraska 68787

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**AVAILABILITY OF HANDBOOKS**

The 2019-2020 Student-Parent Handbook of Wayne Community Schools is available on the internet at <http://www.wayneschools.org>.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2019-2020 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by **August 30, 2019**. This will allow us time to get the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies of the Handbooks than necessary.

- Thank you for providing the 2019-2020 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**
  
- I prefer a paper copy of the Handbook.**

\_\_\_\_\_  
Name

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**RECEIPT OF 2019-2020 STUDENT-PARENT HANDBOOK**

This signed receipt acknowledges receipt of the 2019-2020 Student-Parent Handbook of Wayne Community Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

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

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

AdministrationAuthority and Responsibility of the Superintendent

The administration of the District in all its aspects, except as otherwise provided by law, is delegated to the Superintendent who shall carry out the executive and administrative functions in accordance with the policies adopted by the Board. The School Board shall establish the Superintendent as CEO of the Wayne Community Schools District 17 annually at the July meeting of the Board of Education.

The execution of all decisions made by the Board shall be delegated to the Superintendent.

Date of Adoption: June 12, 2017

James B. Gessford  
Rex R. Schultze\*\*\*  
Daniel F. Kaplan  
Gregory H. Perry  
Joseph F. Bachmann\*  
R. J. Shortridge\*  
Joshua J. Schauer\*  
Derek A. Aldridge\*\*  
Justin J. Knight\*\*\*\*  
Charles Kaplan  
Haleigh B. Carlson  
Daniel K. Kaplan



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PERRY, GUTHERY, HAASE & GESSFORD, P.C., L.L.O.

Of Counsel  
John M. Guthery  
Thomas M. Haase  
Richard D. Sievers  
Kelley Baker

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\*Also admitted in Iowa  
\*\* Also admitted in Kansas  
\*\*\*Also admitted in Wyoming  
\*\*\*\*Also admitted in Colorado

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Ernest B. Perry (1876-1962)  
Arthur E. Perry (1910-1982)  
R.R. Perry (1917-1999)  
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## Perry Law Firm Annual Policy Update Service

To: Bill Heimann, Administrator, ESU 1  
From: Gregory H. Perry and Justin J. Knight  
Date: June 5, 2019  
Re: Annual Policy Update

### REQUIRED POLICY UPDATES

**Policies 1120, 5101, 5103, 5104 and 5305:** LBs 149 and 397 targeted the use and possession of vaping products (including Juuling) by minors under Nebraska's criminal statutes. In so doing, the Legislature included the term "electronic nicotine delivery systems" in these statutes. To maintain consistency, we have revised Policies 1120, 5101, 5103, 5104 and 5305 to reflect this same terminology.

**Policy 3130:** The Nebraska Department of Administrative Services competitively bids and purchases various property for the benefit of political subdivisions. We understand that this service is becoming more popular with school districts. In turn, we have updated Policy 3130 to exempt the purchasing requirements for schools that purchase through the Nebraska Department of Administrative Services.

**Policy 3131:** There are a few minor edits to Policy 3131 to comply with federal purchasing requirements.

**Policy 4030:** LB 217 prohibits discrimination against an employee who "has inquired about, discussed, or disclosed information regarding employee wages, benefits, or other compensation." In other words, if employees discuss their pay, they cannot be terminated on that basis. In the public employment setting (where most employee pay information may be a matter of public record), this may not seem like a big deal. However, there are aspects of employee compensation that should remain confidential. As a result, Policy 4030 establishes criteria for distributing employee pay information and LB 217's discrimination prohibitions.

**Policy 5001:** LB 115 requires school districts to enroll students in military families with military orders to be stationed in Nebraska. Policy 5001 incorporates this new requirement.

**Policy 5012:** LB 575 requires that each school district adopt a policy to provide access to military recruiters. Policy 5012 satisfies this new requirement and includes the bill's provisions.

LB 575 also requires that, “within thirty days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within thirty days following such enrollment,” each school district must notify parents and guardians of high school students of their ability to withhold information from military recruiters. As such, we recommend that you include a provision in your student handbook that notifies parents of the ability to opt out of military recruiters receiving information about their student.

**Policy 6211:** The reference to the NeSA assessment has been changed to the NSCAS assessment.

**Policy 6410:** In 2015, we provided a “Parental and Family Engagement Policy” pursuant to the Every Student Succeeds Act. Since then, NDE has been rejecting virtually all of these policies except for their own version. It has become easier for schools to simply adopt NDE’s version.

**Policy 8151 and 8153:** We previously distributed a memo on LB 399. Policies 8151 and 8153 have been revised to reflect that the Americanism Committee is now referred to as the Committee on American Civics. Please refer to the prior memo that outlines the Committee’s requirements in more detail.

#### **OTHER COMMENTS**

**LB 212:** LB 212 amended the Open Meetings Act. However, the changes to the Open Meetings Act do not affect school districts. The NCSA will distribute updated Open Meetings Act posters at Administrator Days.

**LB 269:** LB 269 changes the student driving permit rules. Of note, under LB 269, a student may now travel to a different school if the student’s “home” school co-ops with a different school for extracurricular activities.

**LB 281:** LB 281 permits schools to post a sign in a school building or on the school’s website that provides information about reporting child abuse or neglect. NDE may contract with a third party to produce and distribute the signage. However, LB 281 does not require any school to post anything.

**LB 390:** Each school district that contracts with a law enforcement agency to provide School Resource Officers (SRO’s) will be required to enter into a Memorandum of Understanding with the law enforcement agency. This MOU will delineate each party’s responsibilities. NDE has until December 1, 2019 to distribute a model MOU that schools may consider. Once we receive NDE’s model MOU, we will provide our analysis and recommendations.

**LB 619:** LB 619 prohibits a health insurance company from denying a claim because an individual was treated in a school building. Your staff should be made aware that this activity is no longer lawful under LB 619.

Annual Policy Update

ESU 1

June 5, 2019

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**LB 675**: LB 675 extends a school district's ability to enter into multi-year agreements. Previously, schools could only contract with most vendors for up to four years. LB 675 amended the law to allow for schools to contract for up to seven years. We asked NDE to consider this change due to the cost savings that many schools could receive by entering into longer contracts with technology companies that offer substantial discounts for lengthier agreements.



Community RelationsTobacco Policy

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Legal Reference: Neb. Rev. Stat. ' ' 71-5716 to 5734 (Nebraska Clean Indoor Air Act)

Date of Adoption: June 12, 2017

Business OperationsPurchasing Policies

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

1. Purchases up to \$20,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from \$20,000 up to \$40,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$40,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or superintendent shall be personally liable for payment for the supplies or equipment purchased.
5. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.
6. The District need not comply with the bidding requirements if the District purchases Property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.
2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Legal Reference: Neb. Rev. Stat. § 13-610

Date of Adoption: June 12, 2017

Business Operations

Procurement Plan – School Food Authorities

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

**Procurement Policy**

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

- When the annual total for food service program related items is less than \$25 90,000 (small purchase threshold) per year (per procurement event or in aggregate purchases) this organization will follow the informal Small Purchase Procedures.
- When the annual total for food service program related items is greater than \$25 90,000 (small purchase threshold) per year (per procurement event or in aggregate purchases) this organization will follow the Formal Competitive Solicitation Procedures.

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Micro-Purchase Procedures

Micro-Purchases may be used for ~~annual transactions~~ single purchase under ~~\$10,000~~ 3,500 made with a vendor [2 CFR 200.320(a)].

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

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

Small Purchase Procedures

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

- ~~1.~~ Contact a ~~minimum of three potential vendors~~ reasonable number of qualified vendors.
- ~~2.~~ Write specifications for goods and services.
- ~~3.~~ Document each vendor's quoted price (ex. log sheet)
- ~~4.~~ Select the company that provides the lowest, most responsive, and responsible bid
- ~~5.~~ Inform all bidding companies in writing of the final decision made by the sponsor  
Document supplier who was awarded the quote.
- ~~6.~~ Write contract for meal service between the sponsor and the winning bidder.  
Manage orders by confirming product and prices match quotes.

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Formal Competitive Solicitation Procedures

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

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

(Note: If the ~~bid~~ small purchase threshold established in the sponsor’s procurement policy statement is less than \$50,000, the smaller bid threshold will govern.)

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Procurement Summary

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

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. 2 CFR 200.319(a)(6)/7 CFR 3016.36(c)(3)(i)/7 CFR 3019.44(a)(3)(iv)]
- C. Documentation: We shall maintain for the current year and the preceding three years all menus, production records, invitations to bid, bid results, bid tabulations or any other

significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)/7 CFR 3016.36(9)]

D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)/7 CFR 3016.36(3)(1-1 v)]

E. ~~Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with food service procurement process. This review shall be summarized in written form and kept with the other required program documentation.~~

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F. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)] [7 CFR Part 3016.36(b)(2)]

G. General Requirements:

- Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
- Ensure compliance with the Buy American Provision when purchasing food 7 CRF 210.21(d).
- A cost or price analysis in connection with every procurement action in excess of the ~~Simplified Acquisition~~ Small Purchase Threshold including contract modifications. [2 CFR 200.323(a)]
- Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]

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H. Duties of Food Service Supervisor:

1. ~~To work with staff and clients in developing acceptable menus for breakfast and lunch. Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting, and budgeting.~~
2. ~~To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week or month). Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods or services.~~
3. ~~To place and confirm orders with vendors, or make plans to purchase the required items. Compare product specifications among all vendors/contractors. Information for prices obtained from grocery stores, farmer's markets, etc.~~
4. ~~To keep program menus up to date by testing and using new products and seeking feedback from staff and clients. Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.~~

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5. ~~To send out bid quotation forms to vendors who have expressed an interest in doing business with the sponsor.~~ Place and confirm orders with vendors or make plans to purchase the required items.
6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
7. To work with vendors on a fair and equal basis.
8. ~~To develop a list of acceptable brands. (Multiple brands per bid item when possible.)~~
9. To conduct an in-house procurement review once per year.

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Date of Adoption: June 12, 2017



Personnel - All EmployeesWage Information

The District will not terminate or retaliate against any employee for inquiring about or sharing compensation information for the purpose of determining whether the District gives equal pay for equal work. However, an employee with authorized access to wage information as part of their job function, who discloses the wages of other employees to those who do not have authorized access to other employees' compensation information, may be disciplined for such disclosure, up to and including termination, unless the disclosure is made in response to a complaint or investigation proceeding, hearing or other similar action.

Legal Reference: LB 217 (2019)

Date of Adoption: [Insert Date]

StudentsAdmission RequirementsMinimum Age:

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

Early Admission to Kindergarten:

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

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

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

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

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

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

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

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

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

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on race, color, gender, religion, ancestry, national origin, marital status, age, disability, or sexual orientation of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

Admission to First Grade:

A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the child is six years of age or will be six years of age on or before October 15 of the current school year and school officials determine that first grade is the appropriate placement for the child.

Graduates:

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

Age 21:

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

Birth Certificate, Physical, Visual Evaluation and Immunization:

The parents or legal guardian shall furnish:

- (1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, shall be provided within 30 days of enrollment. Other reliable proof of the child's identify and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
- (2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
- (3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
- (4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), Haemophilus Influenzae type b (Hib), invasive pneumococcal disease and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes than an exception to the immunization requirements are met.
- (5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a

telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

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

#### Enrollment of Expelled Students

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

#### Military Families

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

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Legal Reference:   Neb. Rev. Stat. §§ 43-2001 to 43-2012  
                          Neb. Rev. Stat. § 79-214  
                          Neb. Rev. Stat. §§ 79-217 to 79-223  
                          Neb. Rev. Stat. § 79-266.01

Article 5

**STUDENTS**

Policy No. 5001

173 NAC Chapters 3 and 4 (HHS Regulations)

Date of Adoption: June 12, 2017

Students

Military Recruiters

The District will provide access to routine directory information to each student in a high school grade upon a request made by a military recruiter, unless the student's parent or guardian has submitted a written request that the student's information not be shared with a military recruiter. The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students.

If a parent or guardian does not want his or her student's information to be provided to a military recruiter, the parent must submit a written request to the Superintendent.

Legal Reference: LB 575 (2019)

Date of Adoption: [Insert Date]

StudentsStudent Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to



school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

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

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

or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
  2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
  3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
  4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
  5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Excessive absenteeism or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech

that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such

plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

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

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

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such

additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. The school may also issue appropriate clothing if possible and available. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

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

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

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

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

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

- (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

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



student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

- (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
  - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

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

3. Telephones

Students may use a school office phone for emergency reasons only, with long distance calls approved by administration. Students may carry their cell phones and other electronic devices in their pockets or book bags. Teachers may ask them to place them in an open area, such as the top of a desk or counter, when entering the classroom. These devices are not allowed to be used anywhere on school grounds unless given permission by the classroom teacher or by an administrator during the hours of 8:00 a.m. to 3:35 p.m.

Sending, sharing, viewing, or possessing pictures, text messages, e-mails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device is strictly prohibited. Administration has the right to search computers, cell phones or other electronic devices that are in school or on school grounds that are suspected of having material of a sexual nature and/or other illegal content. If students are in possession of this material on their computers, cell phones or other electronic devices, their parents will be contacted and police may be notified. Students will be subject to detention and/or in-school suspension up to 5 days for being in possession of and/or distributing material of a sexual nature and/or other illegal content.

- (2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

- (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
  - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
  - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.
  - (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
  - (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
  - (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
  - (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).
- d. Violations
  - (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal

laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school’s main office to be identified, placed in a secure area, and returned to the student and/or the student’s parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school’s main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from

school. The student will no longer have permission to possess or use personal electronic devices at school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a one to three (1-3) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a three to five (3-5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: Conduct outlined by student handbooks or classroom rules may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

G. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - (a) Knowingly possessing illegal drugs or alcohol.
  - (b) Aggravated or felonious assault.
  - (c) Vandalism resulting in significant property damage.
  - (d) Theft of school or personal property of a significant nature.
  - (e) Automobile accident.
  - (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

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

Date of Adoption: June 12, 2017

StudentsExtracurricular Activity**Section 1 Extracurricular Activity Philosophy**

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's specific teacher, activity sponsor or other certified employee, other than the administration, for resolution of the complaint. Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

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

Safety

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

Warning for Participants and Parents

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

**Section 2 Extracurricular Activity Code of Conduct**

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community.



Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

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

### **Scope of the Code of Conduct.**

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

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

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

When: The Code of Conduct rules apply to conduct which occurs at any time during the year, starting June 1 and ending May 31, , whether or not the student is a participant in an activity at the time of such conduct.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery —(systems, (Note: Refer to “Drug and Alcohol Violations” for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Excessive absenteeism or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student’s health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

15. Willfully violating the behavioral expectations for those students riding Wayne Community Schools buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

A more detailed description is included in the Extra-Curricular Activity Training/Conduct Rules section of the Wayne Community Schools Junior/Senior High Handbook.

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

### **Drug and Alcohol Violations.**

#### Meaning of Terms.

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

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

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

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

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

### **Consequences.**

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

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

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

### **Drugs and Alcohol.**

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

1. First Violation:
  - a. Non-self reported – 40 calendar days.
  - b. Self-reported (within 48 hours of incident) – 30 calendar days.
2. Second Offense:
  - a. Non-self reported – 90 calendar days
  - b. Self-reported (within 48 hours of incident) – 70 calendar days.
    - i. Successful completion of a treatment program at the expense of the student's family the consequence is 40 calendar days.
3. Third Offense
  - a. Non-self reported – One full calendar year to date.
  - b. Self-reported (within 48 hours of incident) – six calendar months to date and successful completion of a treatment program at the expense of the student's family.
4. Fourth Offense
  - a. Remainder of high school career.

Reduction for Participation in Chemical Dependency Program: The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully

complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

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

1. First Violation: 45 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

**When Suspensions Begin.** All suspensions begin , after the determination by school officials of the sanction to be imposed. Calendar days are considered between the first fall practice date established by NSAA and the final NSAA spring championship. Summer dates will only be included if a school event is scheduled and the student is a participant. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

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

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

**Self-Reporting.** A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process. The self-report must be made within 48 hours of the incident.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with

the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

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

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. A school employee witnesses the violation and reports that violation to the appropriate school personnel.
6. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

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

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed.

The student and parents or guardian will be informed of the opportunity to request a hearing.

4. Informal Hearing before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
  - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
  - b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
  - c. If a hearing is requested:
    - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
    - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
    - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
    - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### **Section 3 Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.

3. On the day of a contest, performance or other activity, be in attendance at school the immediate one-half day school is in session prior to the contest or practice. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

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

#### **Section 4 Academic Standards**

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

1. Be enrolled in at least 20 credit hours in the semester of participation.
2. Maintain passing grades in all courses. A student who is not performing at 70% in three or more classes at weekly reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until they meet the criteria.
3. Academic requirements do not apply to:
  - (A) Instructional field trips which are a part of the scheduled course learning experience; or
  - (B) Activities or events which are a part of the student's grade requirements.

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

Date of Adoption: June 12, 2017



StudentsDrug and Substance Use and Prevention**Drug-Free Schools**

The District shall implement regulations and practices which will ensure compliance with the Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

**Education and Prevention**

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, the District will have proper in-service orientation and training for all employed staff.

**Standards of Conduct; Notice to Students and Parents**

Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent or guardian and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING WAYNE COMMUNITY SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE

STANDARDS."

**Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations**

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

**Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs**

Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

**Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw**

Parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

**Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.**

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco ([including electronic nicotine delivery systems](#)) on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

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

5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

### **Disciplinary Sanctions**

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

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

### **Intervention**

The Wayne Community School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

### **Administration**

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Date of Adoption: June 12, 2017

InstructionCurriculum - Assessments1. State Assessments.

The Wayne Community School District has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards.

Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.

The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.

Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

2. Achieving Valid Assessments.

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.

For purposes of this policy, student assessments include both “standardized assessments” (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and “coursework assessments” (e.g., classroom tests, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:

- a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.
  - i. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.

- ii. Coursework Assessments. Coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using “test banks.” For coursework assessments that are given on a repeat basis to students at different times (e.g., a test that is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.

b. Teaching for Success on Assessments.

It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student’s knowledge, and not simply test preparation.

- i. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to “teach to the test” by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. “Cramming” assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.
- ii. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.

c. Conditions for Successful Assessments.

- i. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.
- ii. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.

- iii. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.
- d. Full Participation. Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the Principal.
- e. Assistance During Assessments.
  - i. Standardized Assessments. Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student's 504 Plan or IEP. This includes giving "hints," giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment) or allowing students access to mechanical aids (e.g., calculators).
  - ii. Coursework Assessments. For coursework assessments, students may be allowed access to instructional materials or mechanical aids only when all students being given the assessment are given the aids and use of the aids does not hinder the students from learning the content of the lesson.
- f. Student Answers. Assessments are to reflect the students' work as submitted by the students. During the assessments, educators are to monitor students to make sure directions are being followed (e.g., students are using a No. 2 pencil on all "bubble" sheet assessments and completely erase mistaken answers and extra marks on "bubble" sheet assessments). Educators are not to change answers on a student's assessment sheet or otherwise participate in the submission of false or misleading assessment results.

All employees are to adhere to ~~the Nebraska's NESAS~~ Student-Centered Assessment System Security Procedures and report breaches in security to Superintendent or the Superintendent's assessment designee for report to the Nebraska Department of Education. Professionalism, common sense, and practical procedures provide the framework for testing ethics.

Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District's standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.

Legal Reference: NDE Rule 10.05; NDE Rule 27.004.02H and 004.03D

Date of Adoption: June 12, 2017

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Instruction

~~Title I Parental and Family Involvement Policy~~

~~Combined District and School Title I Parent and Family Engagement Policy~~

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*Wayne Community Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015.*

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This Parental and Family Involvement Policy is established in compliance with Title I. Wayne Community Schools has a parental and family involvement policy applicable to parents and family members of all children. The parental and family involvement policy applicable to parents and family members of all children is not replaced by this Title I Parental and Family Involvement Policy and shall continue to be applicable to all parents and family members, including parents and family members participating in Title I programs.

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It is the policy of Wayne Community Schools to implement programs, activities, and procedures for the involvement of parents and family members in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents and family members of participating children.

Expectations for Parental Involvement

It is the expectation of Wayne Community Schools that parents and family members of participating children will have opportunities available for parental and family involvement in the programs, activities, and procedures of the District’s Title I program. The term “parental and family involvement” means the participation of parents and family in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents and family members play an integral role in assisting their child’s learning; (B) that parents and family members are encouraged to be actively involved in their child’s education at school; (C) that parents and family members are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental and family involvement policy. The District intends to meet this expectation through the following activities:

- A. Involving parents and family members in the joint development of the District’s Title I plan and the processes of school review and school improvement.
- B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.
- C. Building the schools’, parents’ and family’s capacity for strong parental and family involvement.

- D. Coordinating and integrating parental and family involvement strategies under Title I with parental and family involvement strategies under other programs.
- E. Conducting, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents and family members in Title I programs, with particular attention to parents and families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental and family involvement policies of the District.
- F. Involving parents and family members in the activities of the schools served under Title I.

Policy Involvement

Each school served under the Title I program shall:

- A. Convene an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation under the Title I program and to explain the requirements of the Title I program.
- B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental and family involvement in such meetings by offering transportation, child care, or home visits.
- C. Involve parents and family members in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
- D. Provide parents and family members of participating children—(1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents and family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- E. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents and family members of participating children, submit any parental or family members' comments on the plan when the school makes the plan available to the District.



Shared Responsibilities for High Student Academic Achievement

As a component of the District's parental and family involvement policy, each school served under the Title I program shall jointly develop with parents and family members for all children served under the Title I program a school-parent compact that outlines how parents, family members, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school, parents and family members will build and develop a partnership to help children achieve the State's high standards. Such compact shall—(1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent and family will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers, parents and family members on an ongoing basis through, at a minimum—(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (B) frequent reports to parents and family members on their children's progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement

To ensure effective involvement of parents and family members and to support a partnership among the District, parents, family members, and the community to improve student academic achievement, each school participating in the Title I program and the District—(1) shall provide assistance to participating parents and family members, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents and family members to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental and family member involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent and family programs, and build ties between parents, family members and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent and family involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent and family resource centers, that encourage and support parents and family members in more fully participating in the education of their children; (5) shall ensure that information related to school and parent and family programs, meetings, and other activities is sent to the parents and family members of participating children in a format, and to the extent practicable, in a language the parents and family members can understand; (6) may involve parents and family members in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted

all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental and family involvement activities, including transportation and child care costs, to enable parents and family members to participate in school-related meetings and training sessions; (9) may train parents and family members to enhance the involvement of other parents and family members; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents and family members who are unable to attend such conferences at school, in order to maximize parental and family involvement and participation; (11) may adopt and implement model approaches to improving parental and family involvement; (12) may establish a district-wide parent and family advisory council to provide advice on all matters related to parental and family involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent and family involvement activities; and (14) shall provide such other reasonable support for parental and family involvement activities under Title I as parents and family members may request.

#### Accessibility

In carrying out the parental and family involvement activities for this Title I Parental and Family Involvement policy, the District shall provide full opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

#### Use, Distribution, and Updating of this Policy

This Title I Parental and Family Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents and family members of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and family members and the school.

Article 6

**INSTRUCTION**

Policy No. 6410

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

Date of Adoption: June 12, 2017

Internal Board Policies - Organization

Standing Committees

It shall be the policy of Wayne Community Schools that the following will be the standing committees of the Board of Education:

1. Negotiations Committee
2. ~~Committee on American Civics, Curriculum, Americanism Committee and Staff Relations~~
3. Transportation/Facilities
4. Budget Committee
5. Policy Committee
6. Administration Review Committee

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It shall further be the policy of Wayne Community Schools that the President shall appoint the members of the above committees.

Legal Reference: Neb. Rev. Stat. § 79-724  
Neb. Rev. Stat. § 79-520

Date of Adoption: August 14, 2017

Internal Board Policies - Organization

Standing Committee on American Civics ~~Committee on Curriculum and Americanism~~

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It shall be the policy of Wayne Community Schools that the Committee on American Civics ~~Curriculum and Americanism~~ shall consist of three members appointed by the Board President. The Committee shall meet at least twice per year. One of the responsibilities of this committee will be to examine recommended social studies textbooks and report findings based on this examination to other members of the Board of Education. The Committee shall take all other steps to ensure compliance with Nebraska law.

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It shall further be the policy of Wayne Community Schools that the Committee on American Civics ~~Curriculum and Americanism~~ shall review all major proposals prepared by the superintendent of schools and instructional staff for adoption of new textbooks, development of new instructional programs, revision of existing instructional programs, modification of established graduation requirements, and other related matters. After the review is completed, the Committee on Curriculum and Americanism will make a recommendation to the full Board of Education about approval or adoption of the matter under consideration.

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Legal Reference: Neb. Rev. Stat. § 79-724  
Neb. Rev. Stat. § 79-520  
LB 399 (2019)

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Article 8

**INTERNAL BOARD POLICIES**

Policy No. 8153

Date of Adoption: August 14, 2017

# Wayne Community Schools Teacher Handbook 2019-2020 School Year

## Intent of Handbook

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

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

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

This handbook does not create a "contract" of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

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

This handbook will be in effect for the 2019-2020 and subsequent school years unless replaced by a later edition.

## School Mission Statement

The mission of Wayne Community Schools, working in partnership with the families and communities it serves, is to develop well-educated life-long learners. Wayne Community Schools promotes academic excellence, creativity, and a love of learning, within a caring and secure environment. Utilizing a variety of instructional strategies, Wayne Community Schools is committed to the success of all students.

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:

- Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learning in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education;
- Is appropriate for the developmental level of the students;
- Addresses diverse learning needs;
- Instills a passion for learning and the importance of life-long learning;
- Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
- Develops expected work ethics, as well as group participation and leadership skills;
- Incorporates character education and multicultural education, including respect for diversity;
- Provides for application of technology in all learning areas;
- Provides access to advanced courses; and
- Is organized in a schedule that is functional and meets student needs in all curriculum areas.
- Providing a supportive learning environment which includes:
  - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
  - learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
  - Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

The District has three expectations that employees and students should follow:

- 1) Be Prepared
- 2) Be Respectful
- 3) Be Safe and Do the Right Thing

WCS Character Traits:

- |                      |                    |
|----------------------|--------------------|
| 1) Respect           | 5) Perseverance    |
| 2) Responsibility    | 6) Self-Discipline |
| 3) Honesty/Trust     | 7) Courage         |
| 4) Caring & Fairness | 8) Citizenship     |

### Members of the Board of Education

| Name   | Contact Information                      |
|--|--|
| Mrs. Wendy Consoli   | (402) 750-8180                           |
| Mr. Lynn Junck   | (402) 369-4056                           |
| Mr. <del>Justin Davis</del> <del>Scott Hammer</del>        | <del>(402) 375-5307</del> (402) 992-5910 |
| Mrs. Jaime Manz  | (402) 369-1692                           |
| <del>Mrs. Sylvia Ruhl</del> <del>Dr. Carolyn Linster</del> | <del>(402) 369-2931</del> (402) 375-0256 |
| <del>Dr. Jodi Pulfer</del> <del>Dr. Jeryl Nelson</del>     | <del>(402) 375-5145</del> (402) 369-1043 |



## I. GENERAL SCHOOL POLICIES

### A. Teacher Absences

The Board of Education has established a policy concerning the teacher's absence due to illness and emergencies.

Absences resulting from personal illness, snowbound conditions, serious family illness or funeral in the immediate family are considered as excused absences. Others are not. Specifics may be found in the most recent negotiated agreement between the WEA and the Board of Education.

With the exception of a family emergency or an extenuating circumstance, personal days will not be approved or allowed the day prior to Thanksgiving break, or the last day of each semester. All applicable paid leave will be used before any unpaid leave is taken. All paid leave must be used prior to and in conjunction with the FMLA (Family Medical Leave Act).

### B. Severe Weather - Dismissal

The superintendent shall have the authority to call off or dismiss school in cases of severe weather. Public announcement of school closure will be made over Wayne radio KTCH and the automated calling system.

### C. Purchases

All purchases in the name of the School District will be arranged for through the superintendent's office. Any purchase made otherwise will ordinarily not be paid for by the Board. If you wish to make a purchase for your department, first come to the office and receive a P.O. from the principal.

Activity account funds collected by organizations are turned in to the bookkeeper who will issue a receipt. The principal will authorize all student organization expenses with a purchase order. The Athletic Director in cooperation with the principal will administer the budget for the athletic department.

### D. Social Activities

All social activities:

1. must be planned by student organizations under supervision of school personnel.
2. must be on the master calendar of school activities approved by the principal and superintendent at least 5 days prior to the activity.
3. must use school facilities or other approved public rented private facilities approved by the superintendent or principal.
4. 7-12 may be held until 11:30 p.m. on non-school nights and 10:00 p.m. on school nights. Lights should be out and the building vacated by 12:30 a.m. on weekends and 10:30 p.m. on school nights.

Students in grades 7-12 coming to school parties will be admitted until one-half hour after starting time. No one will be expected to leave the building with the intention of coming back to the party except with the permission of one of the teachers in attendance.

### E. Newspaper Articles

All newspaper articles or media information must be approved by the principal.

F. Payment of Salary

Salary payments will be made to all certified employees in twelve equal installments on the 20th of each month. If the 20th falls on a non-school day, all employees will be paid on the last working day before the 20th of each month.

G. Grievance

Refer to grievance procedure in Wayne Board of Education Policy 4112.

H. Travel Policy

Wayne Community Schools has implemented the following rules for travel reimbursement. It is the responsibility of the building principal or the appropriate administrator – hereafter named “administrator” – to make lodging reservations and coordinate travel for those attending. If people from two different buildings are going to the same conference, the appropriate administrators are responsible to coordinate travel with each other to minimize expenses. Many Nebraska hotels will direct bill to the District for lodging. This is encouraged. As a public entity, the District is exempt from taxes. Given adequate notice, the superintendent’s secretary will make lodging reservations if the appropriate administrators so wish.

**Meals: (per admin regulation 4141)**

- Non-Overnight Travel –
  - Breakfast and Lunch – Maximum \$10.00 per meal.
  - Dinner – Maximum \$15.00 per meal.
  - Daily Maximum- \$25.00
  - Only necessary meals that occur during meeting time and cannot be consumed at home will be reimbursed
- Overnight Travel –
  - In Nebraska – Maximum of \$50.00 per day
  - Out of State – Maximum of \$50.00 per day
- The District will not reimburse for meals that were included in registration.
- For overnight travel staff should partake in breakfast provided by the hotel if available.

**Lodging:**

Administrators must approve appropriate lodging reservations at a reasonable expense.

**Transportation:**

Administrators are responsible for arranging school transportation for the travel. If school transportation is not available, mileage will be reimbursed at the rate assigned by the School Finance and Organization Services and the mileage chart from the superintendent’s office. Administrators are responsible to organize travel plans to minimize transportation costs.

**Expense Reimbursement:**

An expense summary reimbursement form is to be completed by the traveler and signed by the administrator. The administrator will forward the expense summary to the superintendent’s office.

**Documentation:**

The district will accept the following documentation for meals and expenses:

- Original Receipts
- Copies of Receipts
- Travel Log

At times, when dining with people from different organizations, you are unable to obtain a receipt or a copy. If this occurs, please list the date and time of the meal (breakfast, lunch, supper), as well as the people you were with and the cost of the meal.

I. Authority and Responsibility

Every employee will have the authority and responsibility to supervise any and all students within the building or on the school grounds or at any school sponsored activity at home or away from home. Any rudeness or refusal of the student to comply with an employee's request shall be reported to the student's principal as soon as possible. Every employee may expect complete support from their superiors and the Board of Education for reasonable disciplinary measures taken.

J. Hours of Duty

Wayne Community Schools faculty shall be on duty in the classroom and available to students, from 7:45 AM – 4:00 PM. (Wayne Board of Education Policy 4004). Hours may be extended for meetings or other duties that may arise. Should teachers need to leave the building during work hours for any reason the office staff should be notified. (Wayne Board of Education Policy 4006)

K. Tobacco Use by Staff

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles, is prohibited.

**II. GENERAL INFORMATION WITH REGARD TO PROCEDURE**

A. Activity Schedules and Building Use for Special Meetings

Our high school buildings are in great demand and are used for many and varied activities. Many times special equipment or special areas are involved. We have night meetings, adult education classes, Saturday morning meetings, and classes, community activities, etc. We use the Lecture Hall, gymnasium, student commons, music rooms, shops, regular classrooms, etc. Use of these areas requires close cooperation between the people who are assigned to the area, the custodial staff and the administration. All must be aware of the fact that the space is being used, the time, groups involved, etc. On many occasions special personnel must be contacted to operate the equipment involved. The best example is the Lecture Hall. Very few of you can or should operate the light board. A special crew has been trained to do this work -- thus it is important that we know in advance if and when a group will use the Lecture Hall. The same type of problem exists in the gym area and involves P.E. staff, who have general supervisory responsibility for this space. In an effort to improve our scheduling, please follow the procedures given if you plan to use space in the building other than that assigned to you on the regular class schedule.

1. Contact the principal's office to request to use the space wanted. This is absolutely necessary to avoid conflicts, and multiple requests for the same area.
2. Contact person in charge of the area to be used a week in advance so arrangements can be made.
3. Notify custodial staff so that lighting, cleaning, and security problems will be properly handled.

NOTE: The principal will try to assist in completing items 2 and 3, but you are to assume prime responsibility for this obligation.

A few other suggestions that are important include the following:

1. Be present personally when you use special areas or space. Do not turn the equipment or area over to other people or students. We must have a faculty member present and in charge at all times.
2. Be sure all equipment is cared for, lights turned off, and doors locked when you leave. Check out required keys from the principal.
3. There is a custodian on duty in the schools at night. Contact him/her if you need help in an emergency.
4. Report any special problems noted in the use of areas to which you have been assigned.
5. There is an increasing number of activities, practices, and rehearsals being scheduled on Wednesday nights, which are considered a community church activity night, and on Sundays. In order to better coordinate our program with the churches' activities, scheduling of rehearsals and activities must be completed by 6:30 on Wednesdays, and will only be allowed for Varsity teams on Sundays prior to a conference tournament or district game on Monday. It is impossible not to have some of our activities during these two periods, however, we must make every effort to limit it. All rehearsals, practices, meetings, events, and activities you feel must be scheduled on Wednesday nights or Sundays must be requested to the principal for approval prior to scheduling.

ALL SCHOOL ACTIVITIES, BOTH IN THE BUILDING AND AWAY FROM THE SCHOOL, MUST BE APPROVED AND SCHEDULED IN THE PRINCIPAL'S OFFICE.

### III. PERSONAL AND PROFESSIONAL CONDUCT (Nebraska Department of Education Rule 27, section 004)

#### A. Professional Ethics Standards

The Wayne Community Schools expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education, as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to "educator" shall include all certificated employees of the District.

#### **Preamble**

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

#### **Principle I - Commitment as a Professional Educator:**

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

**Principle II - Commitment to the Student:**

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
6. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
7. Shall not discipline students using corporal punishment.

**Principle III - Commitment to the Public:**

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.

2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair professional judgment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of his or her professional position.

**Principle IV - Commitment to the Profession:**

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract person's worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

1. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
2. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
3. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

**Principle V - Commitment to Professional Employment Practices:**

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
6. Shall permit no commercial or personal exploitation of his or her professional position.
7. Shall use time on duty and leave time for the purpose for which intended.

**B. Evaluations**

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

C. Role Model

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

D. Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

E. Professional Attire

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained, and are expected to dress accordingly for the specific teaching position they are in. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary. Following are levels of dress that should be followed. These levels are to be used as a guide for certificated staff and provide a level of consistency of expectations. Building level administrators will be responsible to announce these levels to staff and will remind staff if they are not meeting said level of expectations.

1) Dress-up - This level of attire describes the highest level of professional dress and should be used on certain "special occasions" such as parent-teacher conferences, special visitors to school and/or classroom, and other events that call for dressy attire.

2) Professional dress - This level of attire will be the level that certificated staff use on a regular basis when they are at work. Jeans, t-shirts and shorts should not be worn. Clothing and footwear that is appropriate for the particular area of instruction may be worn. On workshop/in-service days, professional dress will be followed when an off-campus presenter is invited, or when staff go off site for the professional development. Footwear should be neat, clean, and appropriate. Appropriate shoes include dress shoes or pumps; leather-like, suede or loafer-style shoes; and boots. Closed-toed mule or closed-toed slide styles are also acceptable. Open-toed shoe with a dress appearance or dress heel is acceptable. At times, staff must wear certain types of shoes for medical conditions. Should this be the case, please discuss the situation with your supervisor. Beach style flip-flops are not acceptable.

3) Casual/Jean Day - These days will allow jeans and casual dress and will occur on the last Friday of the month, or as determined by the administration. On school days, shorts and sweatpants will not be allowed, however t-shirts that promote Wayne Community School activities are acceptable. On non-school days that are contract days, such as pre-service work days or work days at the end of the school year, sweatpants and shorts are acceptable.

4) Spirit dress - Dress days such as homecoming, Husker dress, Wildcat Wednesday and the like, will be announced periodically by the administration. Teachers and administrative staff are encouraged to partake on student dress themes for homecoming, red-ribbon week, and other special dress days the students partake in.

F. Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

G. Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

H. Admission Procedures at High School Athletics, Dramatics, Music and Other School Activities

Listed below are general principles and procedures we intend to follow:

1. Faculty and staff will receive a family activity pass in exchange for taking tickets at one school activity. (NSAA activities excluded.)
2. Faculty Passes are not good for play-offs or district tournaments. These are special events that we host that have rules preventing the honoring of school passes.
3. There may be occasions when special guests, such as parents of activity sponsors will be attending a school function. A complimentary pass will be issued upon request. See principal's office.
4. All admission tickets used for a high school activity will be serial numbered.
5. Admission prices and complimentary ticket plans must be approved by the superintendent.
6. Any faculty member is invited to discuss any admissions problem not covered by this handbook with the principal.

I. Evacuation Procedures

Remember to review safety and evacuation procedures with your classes. Exit signs should be posted near the exit to your classroom. Should you have such sign missing, notify the principal immediately. Tornado exit signs should be posted nearby. All faculty members are responsible to take your emergency blue bag with you for all evacuation procedures.

The following is a breakdown of exits and procedures for fire drills:

**7-12 FIRST FLOOR (Lower Level)**

| <b><u>Room #</u></b> | <b><u>Exit</u></b> | <b><u>Alternate Exit(s)</u></b>               |
|----------------------|--------------------|---|
| Stage                | West Doors         | South Doors, East Commons Doors               |
| 113 (LH)             | West Doors         | North Door LH, South Door, Commons, East Door |
| 114 (7/8 Band)       | West Doors         | South Door, Commons, East Door                |



|                        |                        |  |
|------------------------|------------------------|--|
| (7/8 Girls Locker)     | West Door              | West Locker Room Doors, Commons            |
| H.S. 9/12 Girls Locker | West Doors             | West Doors Locker Room, Commons            |
| 120 (Computer Lab)     | West Shop Door         | West Doors, Wrestling Room West Door       |
| 121 (Wood Shop)        | West Shop Door         | West Doors, Wrestling Room West Door       |
| 122 (Metal Shop)       | West Shop Door         | West Doors, Wrestling Room West Door       |
| 123 (Shop)             | West Shop Door         | Wrestling Room Doors, West Doors           |
| 124 (Ag class)         | West Shop Door         | West Doors, East Door Commons, South Doors |
| H.S. Boys Locker       | South Locker Room Door | South Door, West Doors                     |
| 7/8 Boys Locker        | South Locker room door | South Doors, West Doors                    |
| 119 (Band)             | West Door Band Room    | West Doors, East Door Commons, South Doors |
| 100 (Commons)          | East Commons Doors     | West Doors, South Doors, East Doors        |
| 101                    | East Commons Doors     | West Doors, South Doors, East Doors        |
| 102                    | East Commons Doors     | West Doors, South Doors, East Doors        |
| Faculty Lounge         | East Commons Doors     | West Doors, South Doors, East Doors        |
| IMC Room               | East Commons Doors     | West Doors, South Doors, East Doors        |
| 103                    | East Doors             | Commons, West Doors, South Door            |
| 104                    | East Doors             | Commons, West Doors, South Door            |
| 105                    | East Doors             | Commons, West Doors, South Door            |
| 106                    | East Doors             | Commons, West Doors, South Door            |
| 107                    | East Doors             | Commons, West Doors, South Door            |
| 108                    | East Doors             | Commons, West Doors, South Door            |
| Wrestling Room         | West Wrestling Door    | West Doors, West Shop Door                 |
| 303                    | South Doors            | East Commons Doors                         |
| 304                    | South Doors            | East Commons Doors                         |
| 305                    | South Doors            | East Commons Doors                         |
| Kitchen                | South Doors of Kitchen | South Hallway Doors, East Commons Doors    |

### **7-12 SECOND FLOOR (Upper Level)**

|                    |                          |   |
|--------------------|--------------------------|---|
| 210 (LH)           | North Door LH            | West Doors, North Main Door                     |
| 211 (Girls Gym)    | North Door Girls Locker  | West Doors, N. Door LH, N. Door – Main Entrance |
| 213 (Boys Gym)     | South Door Boys Locker   | N. Door – Main Entrance, N. Door LH, West Doors |
| 200 (Office)       | N. Door – Main Entrance  | West Doors, East Doors                          |
| 202                | N. Door – Main Entrance  | East Doors, West Doors                          |
| 203                | N. Door – Main Entrance  | East Doors, West Doors                          |
| 204                | N. Door – Main Entrance  | East Doors, West Doors                          |
| 205                | East Doors – Lower Floor | N. Doors – Main Entrance, West Doors            |
| 206                | East Doors – Lower Floor | N. Doors – Main Entrance, West Doors            |
| 207                | East Doors – Lower Floor | N. Doors – Main Entrance, West Doors            |
| 208                | East Doors – Lower Floor | N. Doors – Main Entrance, West Doors            |
| 209                | N. Door – Main Entrance  | East Doors, West Doors                          |
| 217 (Science)      | N. Door – Art Room       | N. Door - Upper L.H., West Doors                |
| 218 (Art)          | N. Door – Art Room       | N. Door – Upper L.H., West Doors                |
| 401                | N. Door – Main Entrance  | South Doors Jr. High                            |
| 402                | South Doors Jr. High     | N. Doors – Main Entrance                        |
| 403                | South Doors Jr. High     | N. Doors – Main Entrance                        |
| 404                | South Doors Jr. High     | N. Doors – Main Entrance                        |
| 405                | South Doors Jr. High     | N. Doors – Main Entrance                        |
| 406 (Computer Lab) | South Doors Jr. High     | N. Doors – Main Entrance                        |
| 407 (Library)      | N. Door – Main Entrance  | South Doors Jr. High                            |

**Early Learning Center and Elementary – Refer to exit signs in classrooms and once outside report to home base.**

## SPECIAL INSTRUCTIONS:

1. The first person to each exit door is responsible for keeping the door open while others pass through.
2. Students should walk rapidly, but must not run.
3. Visiting and talking cannot be tolerated. This hinders evacuation.
4. Classes and instructors leave in a group. Follow the group ahead; do not mix with them. In general, the order will be determined by relative distance to the exit.
5. Move down the walks outside the doors far enough so that groups following will have space. All should be a minimum of 100 feet from the building.

Fire drills will be conducted at intervals during the school year. Be familiar with procedure(s) for the room in which you are stationed each school period.

### TORNADO - Disaster Procedure

According to the Wayne County Civil Defense Emergency Operations Plan, "A tornado will hit at some spot in the county on the average of about once every other year." Please read the following and thoroughly familiarize yourself with the procedures to be followed in the event any tornado watch, alert, or warning is called. Be prepared to act when necessary.

Tornado Watch: This term is generally announced on the radio and TV when atmospheric conditions indicate the likelihood of tornado development during a specified period of time. Local Procedures involve no direct action on the part of teachers, staff, or students.

Tornado Warning: This term applies when a tornado has been sighted and is nearby. Danger is imminent, and the following actions are to be taken immediately:

1. All persons on the upper floors are to move, in an orderly manner, to the lower level.
2. All persons are to assemble utilizing the following areas for shelter:

**Early Learning Center:** Restrooms in middle hallway.

**Elementary:** Grades K-6 – Lower hallway between fire doors.

|                      |                                  |                               |
|----------------------|----------------------------------|-------------------------------|
| <b>Jr./Sr. High:</b> | Seniors                          | Old Choir Room (by Band Room) |
|                      | Grades 9-11 Boys                 | Boys Locker Rooms             |
|                      | Grades 9-11 Girls                | Girls Locker Rooms            |
|                      | Grades 7 & 8 Boys                | Jr. High Boys Locker Room     |
|                      | Grades 7 & 8 Girls               | Jr. High Girls Locker Room    |
|                      | Office Staff/Custodians/Visitors | Teacher Restrooms by Lounge   |

(Female teachers to girl's locker rooms; male teachers to boy's locker rooms; band and shop instructors, and senior class sponsor to choir room.)

As much as possible, all persons should be seated on the floor, facing away from doors or other openings, knees drawn up to chest, head down, and hands and forearms overhead and back of neck. All persons are to remain in place and as quiet as possible until the "all-clear" is given.

### Signals:

Tornado Watch: None

Tornado Alert or Tornado Warning: Intercom message, if power is on. If no power, office personnel will bring verbal message to each classroom.

All Clear: Intercom or verbal message.

Special Notices:

No one is to leave the building. Any emergency situation can cause panic. Staff members should do everything they can to keep others as calm and quiet as possible.

J. Students Acting Abnormally

A student who exhibits signs of alcohol or drug use should be escorted to the central office for referral to the building principal and health service personnel. If the student is uncooperative during the referral process, the building principal or designate should be contacted immediately.

K. Room Assignment

We try to assign a specific room to each teacher. It is your responsibility to see that this room is locked each night before leaving the building. All lights should be turned out, the windows closed and locked, and the shades should be left open. There should be no unnecessary marring of furniture, books, walls or other equipment. The teacher in charge of a room is directly responsible for all the equipment and supplies in that room. Students will be asked to pay for excessive and unnecessary damage.

L. Keys

Teachers are issued keys for their own personal use. In the acceptance of these keys, you also accept a responsibility for the room which they open. Each teacher will also be issued a key for their own room. Keys for the outer door will also be issued, if requested. Keys will be issued in the fall and turned in at the end of the school term. (Teachers may request use of keys during summer months.)

M. Mailboxes

Each teacher has his/her own mailbox in the office. This should be visited daily. Mail will come into the office sometime in the morning. Students should not be sent to the office for teachers' mail. Emergency messages only will be hand delivered to teachers.

**IV. STANDARDS OF COMPETENCY (Nebraska Department of Education Rule 27, section 005)**

A. Administrative and Supervisory Requirements:

Educators must possess the abilities and skills necessary to accomplish the designated task. Each educator shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the school system;
3. Recognize the role and function of community agencies and groups as they relate to the school and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each teacher and special services provider shall:

1. Utilize available instructional materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce written and dated administrative policy of the school which has been communicated to the teacher or special services provider;

3. Use channels of communication when interacting with administrators, community agencies, and groups, in accordance with school policy.

Each administrator shall:

1. Use available instructional personnel, materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce school law, state board regulation, and written and dated school board policy which has been communicated to the administrator;
3. Use channels of communication when interacting with teachers, community agencies and groups in accordance with school policy.

B. Analysis of Individual Needs and Individual Potential:

The educator shall utilize or promote the utilization of diagnostic techniques to analyze the needs and the potential of individuals. These may include but need not necessarily be limited to:

1. Personal observation;
2. Analysis of individual performance and achievement;
3. Specific performance testing.

C. Instructional Procedures:

Each educator shall seek accomplishment of the designated task through selection and utilization of appropriate instructional procedures. Each educator shall:

1. Create an atmosphere which fosters interest and enthusiasm for learning and teaching;
2. Use procedures appropriate to accomplish the designated task;
3. Encourage expressions of ideas, opinions and feelings.

Each teacher shall:

1. Create interest through the use of materials and techniques appropriate to the varying abilities and background of students;
2. Consider individual student interests and abilities when planning and implementing instruction.

Each administrator shall:

1. Support the creation of interest by providing the materials, equipment and encouragement necessary for the teacher to accomplish the designated task;
2. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

D. Communication Skills:

In communicating with students and other educators, each educator, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

E. Management Techniques:

The educator shall:

1. Resolve discipline problems in accordance with law, school board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Use management techniques which are appropriate to the particular setting such as group work, seat work, lecture, discussion, individual projects and others;
4. Develop and maintain positive standards of conduct.

F. Competence in Specialization:

Each educator shall:

1. Possess knowledge, with his or her area of specialization, consistent with his or her record of professional preparation;
2. Be aware of current developments in his or her field;
3. Possess knowledge of resources which may be utilized in improving instruction in his or her area of specialization.

G. Evaluation of Learning and Goal Achievement:

An educator shall accept responsibility commensurate with delegated authority to evaluate learning and goals achievement. Each educator shall:

1. Utilize several types of evaluation techniques;
2. Provide frequent and prompt feedback concerning the success of learning and goal achievement efforts;
3. Analyze and interpret effectively the results of evaluation for judging instruction, the achievement of stated goals, or the need for further diagnosis;
4. Utilize the results of evaluation for planning, counseling and program modification;
5. Explain methods and procedures of evaluation to those concerned.

H. Human and Interpersonal Relationships:

Educators shall possess effective human and interpersonal relations skills. Each educator shall:

1. Allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Not knowingly misinterpret the statement of others;
3. Not show disrespect for or lack of acceptance of others;
4. Provide leadership and direction for others by appropriate example;
5. Offer constructive criticism when necessary;
6. Comply with reasonable requests and orders given by and with proper authority;
7. Not assign unreasonable tasks;
8. Demonstrate self-confidence and self-sufficiency in exercising authority.

I. Personal Requirements:

In assessing the mental or physical health of educators, no decision adverse to the educator shall be made except on the advice or testimony of personnel competent to make such judgment by reason of training, licensure and experience. However, certain behaviors are held to be probable cause to examine, and each educator within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

## V. ACADEMIC MATTERS

### A. Purpose and Goals of Academic Achievement

The Wayne Community Schools Board of Education is committed to providing a quality education for all Wayne Community Schools students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

### B. Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

### C. Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

### D. Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record at least two grades per week in PowerSchool. It is generally preferable to give numerical grades for tests, quizzes, and daily work. **GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.**

Recording Grades. Each teacher shall record grades in the Daily Class Record. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

PreK-K SCALE: TS Gold

1-2 STUDENT EVALUTION SCALE:

E = Excellent  
S = Satisfactory  
P = Progressing  
N = Needs Improvement

3-12 STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress are as follows:

|      |        |      |          |
|------|--------|------|----------|
| A =  | 95-100 | C =  | 78-81    |
| A- = | 93-94  | C- = | 75-77    |
| B+ = | 90-92  | D+ = | 72-74    |
| B =  | 87-89  | D =  | 68-71    |
| B- = | 85-86  | D- = | 65-67    |
| C+ = | 82-84  | F =  | below 65 |

Inc. = Incomplete

Conditional - indicates credit for students achieving to, or near their capacity and yet not achieving a passing mark according to grading standards (not counted as college requisite course). Credits are awarded provided future work is satisfactory.

Failing grades are very easy to place behind a student's name. It is not advisable to give a student a failing grade unless every effort has been made to find the solution to their problem.

The following steps should be followed if a student is doing unsatisfactory work.

1. Have personal conference with the pupil.
2. Give the pupil special help.
3. Check teacher expectations.
4. Check the intelligence test.
5. Consult the principal and pupil's parent.
6. Consult the S.A.T. group.

Before failing a student for the semester, the principal and counselor should be consulted. If it is certain the student is going to fail for the semester, the teacher should be sure he/she has retained definite evidence of the student's work.

At least two grades should be placed in the grade book each week for every pupil.

The preceding grade scales are expected to be used according to the following guidelines:

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester).
4. Teachers may exercise professional judgment in distributing marks.

Reconsideration of Grades/Marks: Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Transfer Grades: A student transferring into Wayne Community Schools at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

Reports to Parents: Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, first semester, third quarter, and second semester.

The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

#### E. Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. Parent-Teacher conferences will be scheduled yearly. Refer to District Calendar for Parent-Teacher conference dates. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher conference.



## F. Care of Injured Students

Quite often students are injured in some way during school, and it is our responsibility to see that they are properly handled.

The school nurse is on call at any time an injury occurs. And, in most cases, the school nurse will care for the injury if you contact her.

There are times when injuries are so small that you will look after them and perhaps apply first aid. The most important thing about this whole situation is that you use good judgment. Some cases will not require any attention, while some will require immediate attention from the nurse or the family doctor. Head injuries should be reported to the nurse.

In case you seek the aid of a doctor, it is important that you ask the student the name of the family doctor. If the student does not know the name of the doctor, you should contact the parents by telephone.

In case of an injury that requires the attention of the nurse or the family doctor, you again should use your judgment as to whether an injured student should be accompanied by another student, or if he is able to go alone. You also must decide, in case of a more serious injury, if the teacher should accompany him or if some student should accompany him. Do not allow one student to drive another home without clearance through the office. It is the responsibility of the school to give proper attention to all injuries. A good deal of responsibility rests with each teacher as to the manner in which injuries should be handled. If you are in doubt, contact the office for assistance.

### Report of Injuries:

All injuries which require the attention of the school nurse should be reported in writing the same day the injury occurs. The school nurse will supply a report form and notify the principal whenever serious injuries occur.

Check on the injured students. Many times a visit or telephone call does much to make the student and parents feel we are interested. Additional information is available in the school Safety Handbook.

### Payment of Bills:

Be certain that students understand they are to pay their own doctor bills. Insurance coverage is the responsibility of each student and his family.

## G. Study Hall Regulations (7-12)

As a study hall teacher, it is important that these policies are enforced at all times. We must be consistent in all study halls. According to the size of the study hall, the amount and type of supervision will vary. However, it is important that once seating charts are made out, you do not just sit at the desk. You will need to move about the study hall. The desks/tables have been cleaned and they should be kept clean at all times. Students should report any markings on desks so that they will not be the ones required to remove any writing. Students are not to write notes in study hall. If you pick up a note, throw it away immediately without reading it. This will cause much less confusion than you keeping the note.

A meeting of study hall teachers in each building will be held shortly after school begins to see if the rules need to be changed or if there are any problems not covered in the general rules and regulations.

## Procedures

1. Each student has assigned seat. A seating chart should be available for use by substitute teachers.
2. Each student leaving study hall must sign out and return ten minutes before the end of the period. Privileges will be lost for two days for failure to do so (talking, locker, restroom, passes, etc.).
  - a. One sign out to restroom (one male and one female). Use lower restroom if the study hall is on lower floor and upper restroom if the study hall is on upper floor.
  - b. No locker passes at any time. You are expected to bring all the materials you need to study hall with you. Going to your locker on a restroom pass will result in your privileges being restricted.
  - c. "Failing List People" may not check out unless on a pass from a teacher of the class that the student is failing.
  - d. Students must have a pass to the library - any materials (magazine, newspaper, etc.) must be returned at end of the hour.
  - e. No passes of any kind will be given during the last ten minutes.
  - f. No passes of any kind will be given to any room other than those in A or C above. Exceptions must be cleared at the central office.
3. Students may speak with permission only and stand while speaking.
4. Studying together (two students) permitted in specified area only.
5. No sitting under the steps.
6. Each student must have some type of work at their desk. No one is to remain and use the area to sleep, talk, distract, etc.

### H. Sponsoring School Buses

The following are basic procedures and regulations governing all school sponsored bus trips:

1. The sponsor is to have a written list of students riding their bus so that an exact roll can be taken.
2. In case more than one bus travels on the same trip, the loads are not to be interchanged after leaving Wayne. Many students seek to swap places about the time you are to return home.
3. The students are expected to have a good time, but the sponsor is responsible for the general conduct of their group and must see that orderliness is maintained. Students must sit in specific seats. Insurance coverage is voided if they are allowed to congregate in groups.
4. The use of tobacco is prohibited.
5. Sometimes students can be excused from returning to Wayne on a school bus if arrangements have been made with the principal, before the trip is started. This requires parental approval. The parent must personally pick up the child.
6. A sponsor can always expect a certain number of incidents to come up not covered by normal regulations. The sponsor is to use their own judgment as these problems arise.
7. If a sponsor has any question about duties, these questions should be settled with the principal before a sponsored trip is undertaken.
8. Submit bus request forms to the principal.

### I. School Vans

We own several vans which may be used by student groups. The procedure for using these vans is as follows:

1. Request that the equipment be reserved for you on the dates you wish to use it. Contact the high school principal.
2. Check out the van key and credit cards from the high school principal's office. Return the key and cards as soon as possible when you return.

3. Please see that the inside of the van is clean at the end of each trip.
4. Use the van credit card to purchase gas and return the copy of charge slips with credit card. The vans use lead-free gas.
5. A small vehicle bus operator's license is no longer required to drive a school van. However, only 10 passengers plus the driver may be transported in a vehicle without complying with the state school bus regulations. Lights must be on while transporting students.

J. Securing Publicity for School Activities

Wayne Herald - You are expected to call, send, or fax down information before noon on Tuesday of the week you need your article to run in the paper.

There are many occasions throughout the year when faculty members will have a news item or a clever story of some type that is worthy of coverage. The Herald invites you to call in any time and give them the article. We probably have been quite lax at times in calling down articles that are worthy of publicity -- don't pass up the opportunity to send items from your department.

Radio Station KTCH - The radio station has been very cooperative in providing news coverage for special events. In fact, they are anxious to receive this news because it helps increase their listening audience. We have probably missed a great deal of publicity because we forget to call the radio station on special news items.

Public Access Cablevision – American Broadband may assist in public programming upon request. Contact the principal's office for additional information.

K. School Funds -- Policies for Purchases and Handling

1. Activity Fund

- a. All receipts must be deposited to the High School Activity Fund and checks drawn to pay bills. All bills should be paid as soon as possible. Requests for payment must be made at least two (2) days prior to the due date.
- b. Each club/activity/organization/class has an account in the high school activity fund.
- c. Check requisitions for payment of bills by the activity fund account must have the bill or invoice attached and put in the principal's mailbox for approval. In those cases where it is impossible to acquire an invoice, a detailed explanation of the expenditure should be given. Example would be paying of game officials.
- d. Students should have a note from sponsor authorizing a student to charge to the high school activity account and instruction on how it should be completed. Be sure to identify your activity.
- e. Large expenditures of organizational activity funds must have approval of the principal prior to purchase.
- f. Staff members responsible for an activity account must take the necessary actions to operate within a balanced budget. All money collected should be counted and turned in to the activities secretary immediately after collection. Never leave money in an unsecured area.
- g. Requests to the Superintendent's office for reimbursement to the Activity Fund for money already spent for items or services that were approved and budgeted for in the General Fund are to be submitted to the principal.

2. General Fund

Submit promptly to the school accountant an invoice or sales slip for any item that is to be paid by the District.

## L. Lesson Plans

All teachers will submit lesson plans for the week using one of the two approved lesson plan templates before they leave school on Friday night, or before school starts on Monday. Well written plans should be made available to substitutes when regular staff are ill or absent. They should (1) guide instruction on a daily and weekly basis; (2) include content and instructional methods; (3) indicate necessary resources to be procured in advance; (4) provide continuity with prior learning; and (5) be flexible to meet individual student's needs. Lesson plans submitted late will be documented in the teacher's evaluation file, if the practice becomes habitual.

### Multi Media

Here are some general policies with regard to the showing of films:

1. All presentations should be previewed.
2. Show the presentation only in the class for which it has definite relationship to the unit now being studied. **A description of the purpose must be outlined in lesson plans.**
3. Use a study guide of some sort, don't have the film day be just a day off for the teacher and students.
4. R rated films should have parent permission before students are allowed to view. K-6 films should be rated G or PG.
5. PreK-6 may show a limited number of movies for classroom celebrations, per principal approval and using terms of the movie license.

## M. Faculty Lounge

A professional lounge has been established for use by staff during their planning period, lunch hour, and before/after school. It is your responsibility to keep it neat and clean.

Students are not allowed in the faculty lounge unless a teacher is present.

## VI. DUTIES AND RESPONSIBILITIES

### A. Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

1. Proper Supervision
  - Report to all duty assignments on time.
  - Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
  - Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
  - If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).

- Be careful with touching students. Use of corporal punishment is prohibited at Wayne Community Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.

Be careful with your language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).
- Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately contacted, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

Office administration should also be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

### Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

### B. Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

### C. Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the

office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

#### D. Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

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

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor or an administrator will help you.

### VII. SPECIFICS RELATING TO WAYNE COMMUNITY SCHOOLS

#### A. Attendance

Attendance will be handled through the principal's office. The teacher's first assignment each class period is the attendance report.

#### B. Equipment and Room Damage

Watch constantly for marks, cuttings, etc., in your rooms, study halls, lecture hall, etc. Work immediately on a corrective program if your students are to blame. Halls and restrooms must be supervised by everyone. Please report damage to the office. Work hard to keep your room and its equipment neat and clean. PLEASE DO NOT place any spray/bomb type aerosol cans in the wastebaskets.

C. Fire Drill and Tornado Evacuation Procedures

The evaluation procedures for all building rooms and areas have been published. Post the instructions on your room bulletin board. Be sure all students understand the correct route for leaving. Tornado instructions are published on page 11.

D. Fund Raising Policy

All activity group fundraising must be coordinated through the Superintendent/Principals office and must comply with Policy 1300. Activity groups will be allowed to do one fundraising activity per year. All activity groups must fundraise during the annual gift-a-thon coordinated by the Wayne Community Schools Foundation. This will be the only fundraiser allowed for activities and clubs.

E. Schedule of Events

All events should be scheduled through the Athletic Office using the R-School scheduling software. The updated activity calendar is found on the school district web site. A monthly activity calendar and newsletter is published. The activities should be checked for accuracy. Report any changes to the principal. Post this calendar on your bulletin board.

F. School Visitor Regulations

We have many visitors during the school year, some being students from other schools, some college students, some parents, and few unclassified as strangers. All visitors should report to the office for a visitors pass.

To protect yourselves, we make the following suggestions:

1. We are happy to welcome the parents at any time and know that you will make them feel welcome.
2. Children coming in from other schools can be a problem, therefore we will not issue passes for their attendance. They may visit before/after school or at lunch hour.
3. Visiting college students are usually Field Experience Students or student teachers.
4. There are certain unclassified strangers that sometimes appear in our building. You should be alert and report the fact to the office. We have had people outside of school disturb our building during the school day. Be certain to report this to the office.
5. We have past graduates who seem to enjoy coming back occasionally, and we suggest that you use your own judgment as to how they should be handled. We don't want to give our alumni the idea that they are not welcome, yet we must be sure that they do not become a nuisance. If there are questions, ask them to pick up a visitor's pass.

G. Hall Duty

Teachers are required to supervise the halls outside their classroom doors when classes are passing. Do not tolerate running, pushing, or horse-play just because the students involved are not in your classes. Teachers should assume responsibility for supervision of students at all times at any school function or activity as well as in any part of the building.

Teachers are also expected to serve hall duty, bus duty, and/or door duty before and after school. A schedule and list of duties will be provided by the principal. Elementary teachers should monitor movement of students to their final destination at the end of the day.

H. Sponsorship

All school teachers may be assigned to sponsor school organizations. Every effort is made to keep the



assignments in line with preparation and teaching load.

The elementary principal must approve all meetings held at the elementary school. Meetings held at the high school should be registered at the high school office on the calendar provided.

If a group of students or a teacher wishes to organize a club of some type that presently is nonexistent, permission should be obtained from the administration and Board of Education.

I. Classroom Procedure

1. Classes should not be dismissed before the dismissal bell rings. If in doubt, call the office for information.
2. Students who are to participate in extracurricular activity must be in school one-half day prior to the performance. Exceptions to this mandatory rule will be dealt with by the principal.
3. You are responsible for everything in your room. In the event of a loss, please notify the office promptly. Please do not "borrow" chairs, desks, or other school equipment from various rooms without permission from the administration. In the event additional furnishings are necessary, the building custodian should also be alerted.
4. Never leave a group of students unattended unless an emergency arises and then inform the office for a substitute and assistance.

J. Examinations

Semester examinations may be given at the option of the teacher. Class tests may be given as often as a teacher finds them necessary to evaluate their teaching and student comprehension and retention.

K. Make-up Work

Any student absent from school for any extended period may call the principal's office or send someone to pick up his/her assignments.

L. Eligibility **(7-12)**

For all activities involving contest or participation between high schools of other districts and towns, students will need to meet the eligibility standards.

To be eligible, students must have received passing grades in at least four subjects for the previous semester and not be listed on the weekly unsatisfactory work sheet in three or more subjects. The students will be evaluated on a cumulative basis.

M. Tardiness

1. **K-12:** Pupils arriving in the building after 8:05 a.m., and coming in late from lunch, report directly to the principal's office on the main floor of the building. If a student bypasses the office, they should be marked as an "unexcused tardy", kept in class, and assigned a seminar.
2. **7-12:** Students are allowed sufficient time for passing to classes. Excessive tardies may result in a seminar from the teacher(s), or other discipline action as stated in the student handbook.
3. **7-12:** If a student's tardiness is excused, at least one of the following will occur: pink pass/planner pass from teacher who kept student late; e-mail from teacher to teacher (student can prompt the need for the teacher to check e-mail if tardy is excused); phone call from teacher to teacher. If a teacher has already taken attendance, he/she will need to take attendance again to change absence/unexcused tardy to excused tardy. Refer to the Student Handbook for further details.

N. Convocations

Each teacher is to sit with their class or particular group that is under their supervision during or at the

time of the assembly. Each teacher will be responsible for the behavior of their group.

O. **Announcements (7-12)**

Announcements should be presented or e-mailed to the secretaries no later than 10:30 a.m. each day. Announcements will be read by teachers each day at the beginning of fourth period from PowerSchool. All announcements, if written out, must be signed by the sponsor to be deemed authentic.

Announcements placed on the bulletin boards must be signed by the sponsor of the activity. If sponsors are in doubt as to their advisability, they should contact the principal for his approval.

P. **Locker Inspection**

Locker inspection will be held as necessary during the year.

Q. **Lost and Found**

All lost and found articles should be turned in at the office of the principal. Students and teachers who have misplaced or lost an item should inquire at the office.

R. **First Aid**

General first aid supplies will be kept in the nurse's office. Injuries requiring more than just first aid, should be reported at once to the office so that the parents can be notified and the student can be taken to their family doctor.

S. **Drills**

Tornado and fire drills will be held periodically. The principal will inform each teacher of the procedure for leaving the building.

T. **Ticket Selling and Supervision**

All teachers are expected to help and take their turn performing necessary duties at athletic contests or any public performance by our students.

U. **Faculty Meetings**

Faculty meetings will be scheduled to provide information, in-service activities, and other items pertaining to the welfare of the school and faculty.

# WAYNE COMMUNITY SCHOOLS GUIDELINES FOR NON-CERTIFICATED STAFF EMPLOYEE BENEFITS 2019-20 SCHOOL YEAR

These rules and regulations are subject to change at any time.

## **Classifications:**

**Full Time:** A Full Time employee is an employee who works 12 months of the year and 40 hours per week.

**Part Time:** A Part Time employee works less than 12 months per year and/or less than 40 hours per week. Examples include people who work 9 months of the year (when school is in session) or those who work 12 months of the year but less than 40 hours per week. A person who works an average of less than 30 hours per week over their scheduled weeks (school year, 11 months including summer, etc...)

## **Vacation and Holidays for Full Time Employees**

**Vacation:** Vacation is calculated on a full year contract beginning September 1 for the year employment began. Vacation is earned at the end of each year (August 31) but may be used prior to that time. Employees who begin work in the middle of a contract year will receive 1.5 days of vacation for each complete quarter worked to a maximum of 5 days. Employees who work less than two complete quarters will not receive credit for a year on the vacation schedule. Since vacation is used as it is earned, employees will receive pay for unused vacation based on the number of full quarters worked and pay may be reduced by the number of extra days used. Use of vacation days is approved by the employee's supervisor. (See attached Vacation Examples.)

**Vacation Schedule:** Receive 5 days vacation with pay after 12 months work. Ten days vacation after 24 months and 15 days after 60 months, 20 days after 15 years. Vacation must be used during the year earned. Vacation days will not be carried over without specific written approval by the Superintendent.

Employees that move from part-time (less than 40 hours each week, or 40 hours per week on a less than 12 month basis) to full-time (40 hours each week on a 12 month basis), begin vacation and sick leave as if a new employee.

### **Paid Holidays:**

Holiday pay is paid only if the employee works the last scheduled work day before the holiday and the first scheduled work day after the holiday. If the employee has requested pre-approved paid time off, the last scheduled work day is the day before or after the pre-approved paid time off.

Full Time Employees receive these specified paid holidays (New Years Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day).

Payments received, as a result of workers' compensation claims will be deducted from pay.

### **School Closings:**

**NSAA Moratorium:** The school offices will be closed during the 5 day NSAA moratorium (Typically December 23 to December 27 of each year). Work schedules will be determined by the Superintendent.

The school offices will be considered open during all days other than the above mentioned holidays and the NSAA Moratorium. Full time employees who are unable to be at work will take either paid vacation for any days missed or unpaid leave as granted by the superintendent.

### **Vacation and Holidays for Part Time Employees**

**Sick Leave:** sick leave for Part Time employees is not accumulative.

### **Paid Holidays:**

Holiday pay is paid only if the employee works the last scheduled work day before the holiday and the first scheduled work day after the holiday. Pre-approved paid time off moves the scheduled work day moves the last and first scheduled work day to the day before or after the pre-approved day.

Part Time Employees receive these specified paid holidays during the school year (New Years Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day).

**Job Descriptions** are available for all positions. **Evaluation** shall be provided each employee prior to June 1 by his or her immediate supervisor.

**Job Descriptions** for teachers' aids shall be developed annually by building principals and be subject to approval by the superintendent.

**Vacation:** Part Time Employees receive no vacation.

## **Non-Certificated STAFF INSURANCE AND LEAVE POLICIES**

### **Full Time Employees**

#### **A. Medical Insurance**

The Board of Education beginning will pay full family or single coverage. This premium shall be paid directly from the school district to the insurance carrier designated by the Board of Education in the name of the employees. Insurance coverage shall commence with the first day of contract salary.

#### **B. Term Life Insurance**

The district will pay the full premium of a \$30,000 term life insurance policy. This coverage is integrated with the health insurance package. An additional \$30,000 coverage may be purchased by the employee.

#### **C. Income Protection**

The employee is required to purchase disability insurance at their own cost. This insurance is designated to pay 60% of employee's basis monthly earnings. This program is mandatory.

#### **D. Dental Insurance**

A dental insurance program is offered at group rates as an addendum to the health policy. Family premiums are to be paid by payroll deduction by the employee. Details of the plan are separate from this schedule.

#### **E. Leave Policies**

1. Sick Leave: An annual temporary illness, family emergency or personal leave of 10 days per year shall be granted to full time, 40 hour, 12 month employees. Personal leave is allowed for 2 of the ten days as approved by the superintendent.
2. Family emergency leave, as used in item #1, is limited to absences resulting from the serious illness or death of a spouse, child, father, mother, brother, sister, grandparents and applicable in-laws.
3. Personal leave, as used in item #1 must be applied for through the office of the superintendent, and the consideration of the reasons for the request for personal leave is at the discretion of the superintendent.
4. Sick leave days accumulate to 55 for full time (40 hour, 12 month) employees.

### **Part Time Employees**

**A. Insurance:** Part time employees receive no insurance.

#### **B. Leave Policies**

1. Sick leave: An annual temporary illness, family emergency leave of 5 days per year shall be granted to less than 40 hour and less than 12 month employees. This leave is non accumulative for less than 12 months and less than 40 hour employees.

2. Personal leave: 2 days of personal leave shall be granted to less than 40 hour and less than 12 month employees. This leave is non accumulative for less than 12 months and less than 40 hour employees.

In addition to these guidelines, all employees are expected to follow the policies of the Wayne School Board. These policies may be found on the Wayne School's website: <http://www.wayneschools.org>. They are located under the District Heading, the School Board/ Policy subheadings.

Nebraska Rural Community Schools Association

**Invoice**



Nebraska Rural Community Schools Association  
455 S.11th St, Ste B  
Lincoln, NE 68508

Invoice #: 2019-20 Member

Date: 6/21/2019

**Bill To:**

WAYNE COMMUNITY SCHOOLS

611 W 7TH ST

WAYNE NE 68787

For: NRCSA Membership Dues

| Description                                  | Amount          |
|--|-----------------|
| <i>2019-20 NRCSA Membership Dues Renewal</i> | <i>\$850.00</i> |

**Total:**

*\$850.00*

Make all checks payable to **NRCSA**

If you have any questions concerning this invoice, contact Jeff Bundy at (402) 202-6028  
or e-mail: [jbundy@nrcca.net](mailto:jbundy@nrcca.net)

## DIVIDEND STATEMENT

EMPLOYERS MUTUAL CASUALTY COMPANY  
OMAHA BRANCH

Policy Number 4H4-43-98---18

Named Insured

WAYNE PUBLIC SCHOOLS  
611 W 7TH ST  
WAYNE, NE 68787-1715

Producer

NORTHEAST NEBRASKA INSURANCE  
AGENCY INC  
PO BOX 100  
WAYNE, NE 68787-0100

Agent Number: AB7022 Agency Bill  
Agent Phone: 402-375-2696

Policy Period: 12/09/17 to 12/09/18

Dividend Period: 12/09/17 to 12/09/18

The dividend calculation for your policy has been completed as shown below:

|                                   |             |
|-----------------------------------|-------------|
| Paid Losses                       | \$4,226.95  |
| Open Reserves                     | 0.00        |
| Total Incurred Losses             | \$4,226.95  |
| <br>                              |             |
| Premium to Determine Loss Ratio   | \$46,649.00 |
| <br>                              |             |
| Loss Ratio                        | 9.06%       |
| <br>                              |             |
| Total Premium Subject to Dividend | \$46,649.00 |
| <br>                              |             |
| 10% Sliding Scale Dividend        | \$4,665.00  |

Sent check # 827033 to your Agency.

If you have any questions on the dividend calculation, please contact your agent.





# Certificate of Accreditation

The Nebraska Department of Education  
Recognizes

**Wayne Community Schools**

AS AN ACCREDITED SCHOOL  
FOR THE SCHOOL YEAR 2019-2020

BY THE OFFICIAL ACTION OF THE STATE BOARD OF EDUCATION

A handwritten signature in black ink, appearing to read "Matthew L. Blomstedt", written over a horizontal line.

Matthew L. Blomstedt, Ph.D.  
Commissioner of Education

A handwritten signature in black ink, appearing to read "Deborah A. Frison", written over a horizontal line.

Deborah A. Frison, Ed.D.  
Deputy Commissioner of Education

# Wayne Public Schools

## Rollup Report

| FUND              | FUNCTION  | Actuals (June 2019) | Adopted Budget         | Current Budget         | Actuals (YTD)         | Available             | % of Budget |
|-------------------|---|---------------------|------------------------|------------------------|-----------------------|-----------------------|-------------|
| 01 - General Fund | 011000 - Regular Instruction  | \$402,056.61        | \$5,388,275.00         | \$5,388,275.00         | \$4,190,946.67        | \$1,197,328.33        | 77.78       |
| 01 - General Fund | 011250 - Regular Instructional Programs School Age (Flex-Spending)                                      | \$1,298.93          | \$17,240.00            | \$17,240.00            | \$26,356.25           | (\$9,116.25)          | 152.88      |
| 01 - General Fund | 011500 - Limited English Proficiency Programs   | \$4,836.67          | \$96,535.00            | \$96,535.00            | \$50,228.54           | \$46,306.46           | 52.03       |
| 01 - General Fund | 011600 - Poverty Programs   | \$3,482.62          | \$54,640.00            | \$54,640.00            | \$38,951.23           | \$15,688.77           | 71.29       |
| 01 - General Fund | 011900 - Early Childhood Educational Programs   | \$1,293.66          | \$72,870.00            | \$72,870.00            | \$37,327.66           | \$35,542.34           | 51.23       |
| 01 - General Fund | 012001 - Sped - Administration  | \$10,960.59         | \$149,847.00           | \$149,847.00           | \$122,965.00          | \$26,882.00           | 82.06       |
| 01 - General Fund | 012003 - Sped - Teaching  | \$47,675.63         | \$721,420.00           | \$721,420.00           | \$615,022.17          | \$106,397.83          | 85.25       |
| 01 - General Fund | 012004 - Sped - Transition  | \$0.00              | \$7,000.00             | \$7,000.00             | \$4,237.50            | \$2,762.50            | 60.54       |
| 01 - General Fund | 012005 - Sped - Barrier removal   | \$0.00              | \$140,000.00           | \$140,000.00           | \$404,070.62          | (\$264,070.62)        | 288.62      |
| 01 - General Fund | 012910 - Special Education Instructional Programs - Ages 3-5  | \$2,796.80          | \$56,870.00            | \$56,870.00            | \$27,967.80           | \$28,902.20           | 49.18       |
| 01 - General Fund | 012950 - Special Education Instructional Programs - Unified Sports                                      | \$207.49            |                        | \$0.00                 | \$2,074.90            | (\$2,074.90)          |             |
| 01 - General Fund | 013000 - Summer School -Driver Ed   | \$253.50            | \$20,000.00            | \$20,000.00            | \$657.58              | \$19,342.42           | 3.29        |
| 01 - General Fund | 013001 - Summer School - Jump Start   | \$3,380.62          |                        | \$0.00                 | \$3,380.62            | (\$3,380.62)          |             |
| 01 - General Fund | 021200 - Guidance Services  | \$15,236.48         | \$210,059.00           | \$210,059.00           | \$144,900.88          | \$65,158.12           | 68.98       |
| 01 - General Fund | 021300 - Health Services  | \$4,648.71          | \$63,018.00            | \$63,018.00            | \$47,187.92           | \$15,830.08           | 74.88       |
| 01 - General Fund | 021410 - Psychological Services - SPED - School Age   | \$0.00              | \$110,000.00           | \$110,000.00           | \$72,038.08           | \$37,961.92           | 65.49       |
| 01 - General Fund | 021510 - Speech Pathology and Audiology Services - SPED - School Age                                    | \$7,737.95          | \$100,243.00           | \$100,243.00           | \$79,939.55           | \$20,303.45           | 79.75       |
| 01 - General Fund | 021610 - Occupational Therapy-Related Services - SPED - School Age                                      | \$0.00              | \$50,000.00            | \$50,000.00            | \$19,647.00           | \$30,353.00           | 39.29       |
| 01 - General Fund | 021710 - Physical Therapy-Related Services - SPED - School Age  | \$0.00              | \$20,000.00            | \$20,000.00            | \$10,643.00           | \$9,357.00            | 53.22       |
| 01 - General Fund | 021810 - Visually Impaired or Vision Services - SPED - School Age                                       | \$168.00            | \$20,000.00            | \$20,000.00            | \$19,462.98           | \$537.02              | 97.31       |
| 01 - General Fund | 021900 - Support Services - Student - Other   | \$83,716.34         | \$241,201.00           | \$241,201.00           | \$194,410.56          | \$46,790.44           | 80.60       |
| 01 - General Fund | 022200 - Library or Media Services  | \$13,384.54         | \$183,424.00           | \$183,424.00           | \$135,071.60          | \$48,352.40           | 73.64       |
| 01 - General Fund | 022240 - Educational Television Services  | \$293.10            | \$15,000.00            | \$15,000.00            | \$2,221.72            | \$12,778.28           | 14.81       |
| 01 - General Fund | 022300 - Instruction-Related Technology   | \$9,296.03          | \$263,612.00           | \$263,612.00           | \$140,935.36          | \$122,676.64          | 53.46       |
| 01 - General Fund | 023100 - Board of Education   | \$1,840.17          | \$66,925.00            | \$66,925.00            | \$53,594.01           | \$13,330.99           | 80.08       |
| 01 - General Fund | 023200 - Executive Administration   | \$21,319.00         | \$265,235.00           | \$265,235.00           | \$217,546.51          | \$47,688.49           | 82.02       |
| 01 - General Fund | 023300 - District Legal Services  | \$625.17            | \$25,000.00            | \$25,000.00            | \$6,339.17            | \$18,660.83           | 25.36       |
| 01 - General Fund | 024100 - Office of the Principal  | \$53,678.66         | \$753,437.00           | \$753,437.00           | \$561,879.25          | \$191,557.75          | 74.58       |
| 01 - General Fund | 024900 - School Administration Other  | \$5,234.36          |                        | \$0.00                 | \$5,039.50            | (\$53,039.50)         |             |
| 01 - General Fund | 025100 - Fiscal Services  | \$22,984.29         | \$406,465.00           | \$406,465.00           | \$323,465.82          | \$82,999.18           | 79.58       |
| 01 - General Fund | 026200 - Maintenance of Buildings   | \$47,783.24         | \$929,790.00           | \$929,790.00           | \$705,406.84          | \$224,383.16          | 75.87       |
| 01 - General Fund | 026300 - Care and Upkeep of Grounds   | \$5,339.27          | \$46,400.00            | \$46,400.00            | \$32,363.70           | \$14,036.30           | 69.75       |
| 01 - General Fund | 026400 - Care and Upkeep of Equipment   | \$24,555.10         | \$45,000.00            | \$45,000.00            | \$25,062.90           | \$19,937.10           | 55.70       |
| 01 - General Fund | 026500 - Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles)                 | \$373.56            | \$20,000.00            | \$20,000.00            | \$11,254.00           | \$8,746.00            | 56.27       |
| 01 - General Fund | 027100 - Vehicle Operation and Purchasing - Regular Education   | \$2,219.78          | \$367,000.00           | \$367,000.00           | \$337,296.98          | \$29,703.02           | 91.91       |
| 01 - General Fund | 027120 - Vehicle Operation and Purchasing - School Age SPED   | \$2,529.05          | \$45,755.00            | \$45,755.00            | \$36,564.47           | \$9,190.53            | 79.91       |
| 01 - General Fund | 027130 - Vehicle Operation and Purchasing - Below Age 5 SPED  | \$0.00              | \$2,355.00             | \$2,355.00             | \$693.64              | \$1,661.36            | 29.45       |
| 01 - General Fund | 027220 - Monitoring Services - School Age SPED  | \$612.31            |                        | \$0.00                 | \$10,301.70           | (\$10,301.70)         |             |
| 01 - General Fund | 027230 - Monitoring Services - Below Age 5 SPED   | \$0.00              |                        | \$0.00                 | \$491.63              | (\$491.63)            |             |
| 01 - General Fund | 027300 - Vehicle Servicing and Maintenance - Regular Education  | \$0.00              | \$16,000.00            | \$16,000.00            | \$5,986.18            | \$10,013.82           | 37.41       |
| 01 - General Fund | 027320 - Vehicle Servicing and Maintenance - School Age SPED  | \$433.40            | \$6,000.00             | \$6,000.00             | \$4,130.05            | \$1,869.95            | 68.83       |
| 01 - General Fund | 035000 - Other State Categorical Programs   | \$0.00              |                        | \$0.00                 | \$46.08               | (\$46.08)             |             |
| 01 - General Fund | 035350 - High Ability Learners  | \$391.76            | \$7,000.00             | \$7,000.00             | \$4,532.42            | \$2,467.58            | 64.75       |
| 01 - General Fund | 035400 - State Early Childhood  | \$4,195.21          | \$40,000.00            | \$40,000.00            | \$41,952.10           | (\$1,952.10)          | 104.88      |
| 01 - General Fund | 062100 - Federal Services - Title I, Part A Accountability ESSA Improving Basic Programs Accountability | \$10,413.32         | \$120,600.00           | \$120,600.00           | \$115,286.38          | \$5,313.62            | 95.59       |
| 01 - General Fund | 063100 - Federal Services - Title II, Part A ESSA Supporting Effective Instruction                      | \$0.00              | \$30,500.00            | \$30,500.00            | \$17,966.65           | \$12,533.35           | 58.91       |
| 01 - General Fund | 064040 - Federal Services - IDEA Part B (611) Base Allocation - Birth Through Age Four                  | \$1,554.16          | \$163,621.00           | \$163,621.00           | \$72,078.08           | \$91,542.92           | 44.05       |
| 01 - General Fund | 064100 - Federal Services - IDEA Enrollment or Poverty (611)  | \$0.00              | \$66,800.00            | \$66,800.00            | \$0.00                | \$66,800.00           | 0.00        |
| 01 - General Fund | 064120 - Federal Services - IDEA Part B Proportionate Share   | \$0.00              | \$3,113.00             | \$3,113.00             | \$4,272.00            | (\$1,159.00)          | 137.23      |
| 01 - General Fund | 067000 - Federal Services - Federal Vocational and Applied Technology Education (Carl Perkins)          | \$0.00              |                        | \$0.00                 | \$2,051.55            | (\$2,051.55)          |             |
| 01 - General Fund | 067410 - Revision Grant   | \$575.23            | \$6,000.00             | \$6,000.00             | \$5,266.57            | \$733.43              | 87.78       |
| 01 - General Fund | 069250 - Federal Services - Title III ESSA - ELL  | \$0.00              | \$3,532.00             | \$3,532.00             | \$0.00                | \$3,532.00            | 0.00        |
| 01 - General Fund | 080000 - Transfers (Outgoing)   | \$10,000.00         | \$12,000.00            | \$12,000.00            | \$10,000.00           | \$2,000.00            | 83.33       |
| <b>Sub Total</b>  |   | <b>\$829,381.31</b> | <b>\$11,449,782.00</b> | <b>\$11,449,782.00</b> | <b>\$9,049,513.37</b> | <b>\$2,400,268.63</b> |             |

# Current Cash Balance Report

ALL Data

Date: 04/01/2019 thru 06/30/2019

Arranged by:  
Group ID and Activity Number

| Activity Number and Name                   | Beginning Cash | Receipts  | Disbursements | Adjustments | Cash Balance |
|--|----------------|-----------|---------------|-------------|--------------|
| <b>A SPORTS</b>                            |                |           |               |             |              |
| 1005 ATHLETIC                              | 22,834.98      | 31,899.97 | 24,250.41     | 5,734.13    | 36,218.67    |
| 1006 ATHLETIC/STRENGTH & CONDITIONING      | 632.06         | 0.00      | 0.00          | 0.00        | 632.06       |
| 1007 BASEBALL                              | 889.00         | 339.00    | 420.74        | 321.96      | 1,129.22     |
| 1010 BOYS BASKETBALL                       | 3,547.80       | 1,740.00  | 1,295.00      | 536.60      | 4,529.40     |
| 1011 GIRLS BASKETBALL                      | 1,553.18       | 0.00      | 961.00        | 0.00        | 592.18       |
| 1015 FOOTBALL                              | 3,707.45       | 360.00    | 112.35        | 0.00        | 3,955.10     |
| 1016 BOYS GOLF                             | 593.98         | 576.94    | 785.00        | 375.62      | 761.54       |
| 1017 GIRLS GOLF                            | 347.49         | 111.94    | 0.00          | 107.32      | 566.75       |
| 1019 SOFTBALL                              | 2,700.17       | 0.00      | 0.00          | 375.62      | 3,075.79     |
| 1020 TRACK/CROSS COUNTRY                   | 8,509.81       | 12,244.04 | 8,487.79      | -696.05     | 11,570.01    |
| 1025 VOLLEYBALL                            | 13,571.24      | 2,016.94  | 1,189.00      | 751.24      | 15,150.42    |
| 1030 WRESTLING                             | 4,277.62       | 280.00    | 488.62        | 1,073.20    | 5,142.20     |
| <b>A SPORTS Totals:</b>                    | 63,164.78      | 49,568.83 | 37,989.91     | 8,579.64    | 83,323.34    |
| <b>B CLUBS &amp; ORGANIZATIONS</b>         |                |           |               |             |              |
| 1503 AMBASSADORS                           | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 1505 ANNUAL                                | 5,623.06       | 1,123.00  | 3,873.50      | 562.94      | 3,435.50     |
| 1506 ART CLUB                              | 619.69         | 0.00      | 291.15        | 482.94      | 811.48       |
| 1510 CLOSE-UP                              | 464.58         | 23,762.00 | 23,762.00     | 0.00        | 464.58       |
| 1511 FCCLA                                 | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 1512 FFA                                   | 9,687.60       | 1,654.00  | 3,402.51      | 107.32      | 8,046.41     |
| 1514 FBLA                                  | 2,238.28       | 323.00    | 50.00         | 643.92      | 3,155.20     |
| 1515 JH W.E.B. (WHERE EVERYONE BELONGS)    | 1,963.20       | 0.00      | 505.14        | 0.00        | 1,458.06     |
| 1520 GERMAN CLUB                           | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 1521 MOCK TRIAL                            | 291.67         | 0.00      | 0.00          | 0.00        | 291.67       |
| 1525 NATIONAL HONOR SOCIETY                | 2,615.85       | 0.00      | 385.00        | 482.94      | 2,713.79     |
| 1528 SCIENCE CLUB                          | 200.00         | 0.00      | 0.00          | 160.98      | 360.98       |
| 1530 SPANISH CLUB                          | 3,917.41       | 120.00    | 226.00        | 804.90      | 4,616.31     |
| 1535 SPEECH/DRAMA CLUB                     | 282.66         | 1,311.75  | 715.28        | 462.94      | 1,342.07     |
| 1540 STUDENT COUNCIL                       | 3,912.61       | 602.15    | 438.45        | -80.00      | 3,996.31     |
| 1545 W CLUB                                | 2,509.61       | 0.00      | 51.03         | 858.56      | 3,317.14     |
| <b>B CLUBS &amp; ORGANIZATIONS Totals:</b> | 34,326.22      | 28,895.90 | 33,700.06     | 4,487.44    | 34,009.50    |
| <b>C GRADUATING CLASSES</b>                |                |           |               |             |              |
| 2008 CLASS OF 1997                         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 2009 CLASS OF 1998                         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 2010 CLASS OF 1999                         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 2011 CLASS OF 2000                         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 2012 CLASS OF 2001                         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 2013 CLASS OF 2002                         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 2014 CLASS OF 2003                         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 2015 CLASS OF 2004                         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 2016 CLASS OF 2005                         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 2017 CLASS OF 2006                         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 2018 CLASS OF 2007                         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 2019 CLASS OF 2008                         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 2020 CLASS OF 2009                         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 2021 CLASS OF 2010                         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 2022 CLASS OF 2011                         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 2023 CLASS OF 2012                         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 2024 CLASS OF 2013                         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 2025 CLASS OF 2014                         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 2026 CLASS OF 2015                         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 2027 CLASS OF 2016                         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |

# Current Cash Balance Report

ALL Data

Date: 04/01/2019 thru 06/30/2019

Arranged by:  
Group ID and Activity Number

| Activity Number and Name                   | Beginning Cash    | Receipts        | Disbursements   | Adjustments       | Cash Balance      |
|--|-------------------|-----------------|-----------------|-------------------|-------------------|
| 2028 CLASS OF 2017                         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00              |
| 2029 CLASS OF 2018                         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00              |
| 2030 CLASS OF 2019                         | 2,114.63          | 0.00            | 705.75          | 0.00              | 1,408.88          |
| 2031 CLASS OF 2020                         | 5,484.73          | 2,190.00        | 5,280.62        | 0.00              | 2,394.11          |
| 2032 CLASS OF 2021                         | 1,500.00          | 0.00            | 0.00            | 107.32            | 1,607.32          |
| 2033 CLASS OF 2022                         | 0.00              | 0.00            | 0.00            | 160.98            | 160.98            |
| <b>C GRADUATING CLASSES Totals:</b>        | <b>9,099.36</b>   | <b>2,190.00</b> | <b>5,986.37</b> | <b>268.30</b>     | <b>5,571.29</b>   |
| <b>D ACADEMIC CLUBS</b>                    |                   |                 |                 |                   |                   |
| 2505 BAND                                  | 2,064.02          | 1,578.00        | 1,084.78        | 160.98            | 2,718.22          |
| 2510 ELEMENTARY STRINGS                    | 0.00              | 0.00            | 0.00            | 0.00              | 0.00              |
| 2515 CHOIR                                 | 3,273.70          | 0.00            | 0.00            | 0.00              | 3,273.70          |
| <b>D ACADEMIC CLUBS Totals:</b>            | <b>5,337.72</b>   | <b>1,578.00</b> | <b>1,084.78</b> | <b>160.98</b>     | <b>5,991.92</b>   |
| <b>E DISTRICT MONIES</b>                   |                   |                 |                 |                   |                   |
| 3010 DRIVERS EDUCATION                     | 0.00              | 0.00            | 0.00            | 0.00              | 0.00              |
| <b>E DISTRICT MONIES Totals:</b>           | <b>0.00</b>       | <b>0.00</b>     | <b>0.00</b>     | <b>0.00</b>       | <b>0.00</b>       |
| <b>F ATHLETIC SUPPORT GROUPS</b>           |                   |                 |                 |                   |                   |
| 3505 CHEERLEADERS                          | 2,285.97          | 257.00          | 2,025.00        | 321.96            | 839.93            |
| 3510 CONCESSIONS                           | 23,091.89         | 474.43          | 7,904.80        | -15,041.52        | 620.00            |
| 3512 DANCE                                 | 0.00              | 0.00            | 0.00            | 0.00              | 0.00              |
| 3515 POPPER FUND                           | 941.20            | 0.00            | 0.00            | 150.00            | 1,091.20          |
| <b>F ATHLETIC SUPPORT GROUPS Totals:</b>   | <b>26,319.06</b>  | <b>731.43</b>   | <b>9,929.80</b> | <b>-14,569.56</b> | <b>2,551.13</b>   |
| <b>G GRANTS</b>                            |                   |                 |                 |                   |                   |
| 4005 AWARE GRANT                           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00              |
| 4010 DRUG FREE GRANT                       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00              |
| 4050 NMSI GRANT                            | 0.00              | 0.00            | 0.00            | 0.00              | 0.00              |
| <b>G GRANTS Totals:</b>                    | <b>0.00</b>       | <b>0.00</b>     | <b>0.00</b>     | <b>0.00</b>       | <b>0.00</b>       |
| <b>H VOCATIONAL ORGANIZATIONS</b>          |                   |                 |                 |                   |                   |
| 4505 INDUSTRIAL ARTS                       | 114.51            | 0.00            | 0.00            | 0.00              | 114.51            |
| 4510 POWER DRIVE PROGRAM                   | 6,474.64          | 1,030.00        | 3,612.11        | 0.00              | 3,892.53          |
| <b>H VOCATIONAL ORGANIZATIONS Totals:</b>  | <b>6,589.15</b>   | <b>1,030.00</b> | <b>3,612.11</b> | <b>0.00</b>       | <b>4,007.04</b>   |
| <b>I INVESTMENT</b>                        |                   |                 |                 |                   |                   |
| 5005 SAVINGS ACCOUNT                       | -14,999.93        | 0.00            | 0.00            | 0.00              | -14,999.93        |
| 5010 INTEREST ON CHECKING ACCT.            | 2,707.05          | 0.00            | 0.00            | 0.00              | 2,707.05          |
| <b>I INVESTMENT Totals:</b>                | <b>-12,292.88</b> | <b>0.00</b>     | <b>0.00</b>     | <b>0.00</b>       | <b>-12,292.88</b> |
| <b>J MISCELLANEOUS</b>                     |                   |                 |                 |                   |                   |
| 5505 BLUE DEVIL "BUCKS"                    | 257.70            | 0.00            | 112.76          | 0.00              | 144.94            |
| 5508 DINNER THEATER                        | 887.66            | 0.00            | 25.59           | 643.92            | 1,505.99          |
| 5510 DISPENSER                             | 0.00              | 0.00            | 0.00            | 0.00              | 0.00              |
| 5512 EMPORIUM                              | 307.50            | 0.00            | 0.00            | 0.00              | 307.50            |
| 5515 GRADES K-6                            | 9,034.67          | 7,943.69        | 7,055.19        | 0.00              | 9,923.17          |
| 5517 HAL/FUTURE CITY                       | 125.32            | 300.00          | 112.89          | 429.28            | 741.71            |
| 5520 HS LIBRARY                            | 1,557.69          | 949.99          | 26.98           | 0.00              | 2,480.70          |
| 5524 MID-STATE CONFERENCE                  | 0.00              | 0.00            | 0.00            | 0.00              | 0.00              |
| 5525 MENTOR TEACHER                        | 0.00              | 0.00            | 0.00            | 0.00              | 0.00              |
| 5530 MUSICAL                               | 23,266.05         | 6,121.00        | 2,272.59        | 0.00              | 27,114.46         |
| 5533 NORTHEAST COMMUNITY COLLEGE           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00              |
| 5535 PADLOCK                               | 81.10             | 0.00            | 0.00            | 0.00              | 81.10             |
| 5536 STUDENT ASSISTANCE                    | 3,672.89          | 0.00            | 0.00            | 0.00              | 3,672.89          |
| 5537 SPED - TRANSITION (FORMERLY RESOURCE) | 6,753.16          | 4,863.00        | 4,266.00        | 0.00              | 7,350.16          |
| 5538 SIB SHOP                              | 1,329.86          | 0.00            | 0.00            | 0.00              | 1,329.86          |
| 5540 SPECIAL OLYMPICS                      | 233.85            | 0.00            | 0.00            | 0.00              | 233.85            |
| 5544 STAFF SUPPORT SERVICES                | 1,887.09          | 1,055.71        | 1,104.50        | 0.00              | 1,838.30          |
| 5545 TAB                                   | 21.26             | 0.00            | 0.00            | 0.00              | 21.26             |

# Current Cash Balance Report

ALL Data

Date: 04/01/2019 thru 06/30/2019

Arranged by:  
Group ID and Activity Number

| Activity Number and Name       | Beginning Cash | Receipts   | Disbursements | Adjustments | Cash Balance |
|--------------------------------|----------------|------------|---------------|-------------|--------------|
| 5550 POP MACHINE               | 0.00           | 0.00       | 0.00          | 0.00        | 0.00         |
| 5580 WSC #431                  | 0.00           | 0.00       | 0.00          | 0.00        | 0.00         |
| 5600 STUDENT FEE FUND          | 6.00           | 12,600.00  | 564.67        | 314.67      | 12,356.00    |
| 5605 STUDENT FEES/CHROMEBOOKS  | 4,193.09       | 0.00       | 690.00        | -314.67     | 3,188.42     |
| <b>J MISCELLANEOUS Totals:</b> | 53,614.89      | 33,833.39  | 16,231.17     | 1,073.20    | 72,290.31    |
| <b>K MIDDLE GRADES</b>         |                |            |               |             |              |
| 6005 JUNIOR HIGH SCHOOL        | 45.21          | 0.00       | 0.00          | 0.00        | 45.21        |
| 6010 MS LIBRARY                | 0.00           | 0.00       | 0.00          | 0.00        | 0.00         |
| 6012 JH SCIENCE                | 182.92         | 0.00       | 0.00          | 0.00        | 182.92       |
| 6015 MS STUDENT COUNCIL        | 0.00           | 0.00       | 0.00          | 0.00        | 0.00         |
| 6020 MS YEARBOOK               | 0.00           | 0.00       | 0.00          | 0.00        | 0.00         |
| <b>K MIDDLE GRADES Totals:</b> | 228.13         | 0.00       | 0.00          | 0.00        | 228.13       |
| <b>Report Totals:</b>          | 186,386.43     | 117,827.55 | 108,534.20    | 0.00        | 195,679.78   |