

Board of Education Regular Meeting
Monday, July 10, 2023 5:00 PM
Jr/Sr High School Library
611 West 7th Street
Wayne, Nebraska 68787

- I. Call the Meeting to Order
 - I.a. Pledge of Allegiance
 - I.b. Announce Open Meetings Act Posting and Location - Posted at Wayne Community Schools, Published in the Wayne Herald (7/6/2023), and online: www.wayneschools.org
 - I.c. Action on Absence and Roll Call
 - I.d. Approval of Agenda - The Board may enter Closed Session to discuss any matter for which Closed Session is lawful and appropriate.
 - I.e. Consent Agenda - Discuss, Consider, and Take Necessary Action on Minutes of Previous Meetings and Financial Claims
 - 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
 - II.a. Annual Hearing and Review of Policies
 - *These will be reviewed individually
 - II.a.I. Policy 5415: Bullying
 - II.a.II. Policy 5416: Student Fees
 - II.a.III. Policy 5418: Homeless Student
 - II.a.IV. Policy 6400: Parent Involvement
- III. Action Items
 - III.a. Old Business
 - III.a.I. Second Reading of Policies 1101, 5004, 5006, 5101, 5102, 5205, 6215, 6284, 6600, 6700, 6921, 6930, and 8130 Updates - Discuss, Consider, and Take Necessary Action

on Second Reading of Policies 1101, 5004, 5006, 5101, 5102, 5205, 6215, 6284, 6600, 6700, 6921, 6930, and 8130 Updates

- III.a.II. Second Reading of Policy 1011-Sex Offenders - Discuss, Consider, and Take Necessary Action on Second Reading of Policy 1011-Sex Offenders
- III.a.III. Second Reading of 2023-24 K-6 Student Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2023-24 Student Handbook
- III.a.IV. Second Reading of 2023-24 Non-Certificated Staff Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2023-24 Non-Certificated Staff Handbook
- III.a.V. Second Reading of 2023-24 Teacher Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2023-24 Teacher Handbook
- III.b. New Business
 - III.b.I. Policy 2101: Acknowledgment of Superintendent as CEO of District - Discuss, Consider, and Take Necessary Action on Policy 2101: Acknowledgment of Superintendent as CEO of District
 - III.b.II. Safe to Return to School COVID-19 Review - Discuss, Consider, and Take Necessary Action on Safe to Return to School COVID-19 Review

This is posted under Quick Links on the school website
 - III.b.III. First Reading Memorandum of Understanding with City of Wayne/Wayne Police Department School Resource Officer - Discuss, Consider, and Take Necessary Action on the First Reading of the Memorandum of Understanding with City of Wayne/Wayne Police Department School Resource Officer
 - III.b.IV. First Reading of Policy 4110-Contract - Discuss, Consider, and Take Necessary Action on First Reading of Policy 4110-Contract
 - III.b.V. First Reading of Policy 4171-Resignation of Certified Employees - Discuss, Consider, and Take Necessary Action on First Reading of Policy 4171-Resignation of Certified Employees
 - III.b.VI. First Reading of Policy 5602-Naloxone - Discuss, Consider, and Take Necessary Action on First Reading of Policy 5602-Naloxone
 - III.b.VII. First Reading of Policy 6288-Artificial Intelligence - Discuss, Consider, and Take Necessary Action on First Reading of Policy 6288-Artificial Intelligence
 - III.b.VIII. Wrestling Coop between Wayne and Laurel/Concord/Coleridge - Discuss, Consider, and Take Necessary Action on Wrestling Coop between Wayne and Laurel/Concord/Coleridge

III.b.IX. Relocation of Tech Mod - Discuss, Consider, and Take Necessary Action on Relocation of Tech Mod

III.b.X. 2023-2024 NRCSA (Nebraska Rural Community School Association) Membership - Discuss, Consider, and Take Necessary Action on NRCSA Membership

III.b.XI. Engagement Letter Peetz Koerwitz & Lafleur, PC LLO - Discuss, Consider, and Take Necessary Action on an Engagement Letter with Peetz Koerwitz & Lafleur, PC LLO

IV. Administration and Board Committee Reports:

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

IV.a.I. Superintendent

IV.a.I.1. Accreditation

IV.a.I.2. Building Project Update

IV.a.I.3. Reorganization of Business Office

IV.a.I.4. Update on Line Item Budget

IV.b. Board Committees

IV.b.I. Foundation and Community Relations - Justin Davis, Jaime Manz, Sylvia Ruhl, Dave Wragge, Mark Lenihan, Rusty Parker

IV.b.II. Curriculum and Committee on American Civics - Jaime Manz, Jeryl Nelson, Sylvia Ruhl, Mark Lenihan, Misty Bear

IV.b.III. Facility/Safety/Finance - Justin Davis, Lynn Junck, Jeryl Nelson, Mark Lenihan, Russ Plager, Jordan Widner, Mary Jean Roberson

IV.b.IV. Policy/Title IX - Jaime Manz, Jeryl Nelson, Jodi Pulfer, Mark Lenihan, Tucker Hight, Russ Plager

IV.b.V. Negotiations - Justin Davis, Lynn Junck, Jodi Pulfer, Mark Lenihan

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

V. Boardsmanship

VI. Future Agenda Items:

*Second Reading of Policy 4110-Contract

*Second Reading of Policy 4171-Resignation of Certificated Employees

*Second Reading of Policy 5602-Naloxone

- *Second Reading of Policy 6288-Artificial Intelligence
- *Second Reading of MOU with City of Wayne/Wayne Police Department School Resource Officer
- *Board/Staff Breakfast - August 10, 2023 8:30 a.m.
- *K-12 Open House - Monday, August 14, 2023, 5:00-7:00 p.m.
- *Americanism Hearing

VII. Adjournment

Wayne Community Schools
Board of Education Regular Meeting Minutes
June 12, 2023

The regular meeting of the Wayne Board of Education was held at 611 West 7th Street, Wayne, NE, 68787, on Monday, June 12, 2023, at 5:00 PM. Notice of the meeting and place of agenda was posted at Wayne Community Schools, posted in The Wayne Herald (6/8/2023), and online: wayneschools.org. A copy of the Nebraska Open Meetings Act was displayed for the public to read.

Present Board Members:

Mr. Justin Davis
Mr. Lynn Junck
Mrs. Jaime Manz
Dr. Jeryl Nelson
Dr. Jodi Pulfer
Mrs. Sylvia Ruhl

I. Call the Meeting to Order

Discussion: The meeting was called to order at 5:00 p.m. in the Jr/Sr High School Library.

I.a. Pledge of Allegiance

I.b. Announce Open Meetings Act Posting and Location - Posted at Wayne Community Schools, Published in the Wayne Herald (6/8/2023), and online: www.wayneschools.org

I.c. Action on Absence and Roll Call

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

Motion to approve agenda, with District 83 Property agenda item moving to Executive Session after the Committee Reports, passed with a motion by Dr. Jeryl Nelson and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

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

I.e. Consent Agenda - Discuss, Consider, and Take Necessary Action on Minutes of Previous Meetings and Financial Claims

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

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

I.e.I. Approval of Minutes of Previous Meetings

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

I.f. Personnel

I.f.I. Resignation - Discuss, Consider, and Take Necessary Action on Resignation

Motion to accept the resignation of Eric Knutson, Attorney, effective Thursday, June 15, passed with a motion by Mrs. Sylvia Ruhl and a second by Mr. Lynn Junck. Motion carried with six yes votes.

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

Discussion: The Board approved the resignation of Mr. Eric Knutson as school attorney. The Board thanked him for his years of service to Wayne Community Schools.

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

Discussion: Mrs. Mandy Parker spoke to the Board on a possible swim team co-op with Norfolk Public Schools.

II.a. Wayne Community Schools Foundation Annual Report

Discussion: Mr. Rusty Parker, Foundation Director, gave the Board the annual Foundation review. He discussed scholarships awarded, signage sold, and the IDEA teacher grants awarded.

II.b. Hausmann Construction/CWP Update

Discussion: Steve Thiele, Construction Manager of Hausmann Construction, and Bob Soukup, Carlson West Povandra Architects, gave the Board a building project update. Mr. Thiele explained the GMP to the Board.

III. Action Items

III.a. Old Business

III.a.I. Amended 2023-24 7-12 Student Handbook

Motion to approve the Amendment to the 7-12 handbook, passed with a motion by Mrs. Sylvia Ruhl and a second by Dr. Jeryl Nelson. Motion carried with six yes votes.

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

Discussion: The Board approved the amended 2023-24 7-12 Student Handbook. The additions to the handbook reflect recent legislation.

III.a.II. Second Reading of Policy 8231-Coffee Act Policy - Discuss, Consider, and Take Necessary Action on Second Reading of Policy 8231

Motion to approve the Second Reading of Policy 8231-Coffee Act Policy passed with a motion by Mrs. Sylvia Ruhl and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

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

Discussion: The Board approved the second reading of Policy 8231 - Coffee Act Policy.

III.a.III. Amended 2023-24 ELC Handbook - Discuss, Consider, and Take Necessary Action on Amended 2023-24 ELC Handbook

Motion to approve the Amendment to the Early Learning Center Handbook passed with a motion by Mrs. Jaime Manz and a second by Mr. Justin Davis. Motion carried with six yes votes.

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

Discussion: The Board approved the amended 2023-24 Early Learning Center Handbook. The additions to the handbook reflect recent legislation.

III.b. New Business

III.b.I. Purchase of Land from City of Wayne Sale to Wayne Community Schools - Discuss, Consider, and Take Necessary Action on Purchase of Land from City of Wayne to Wayne Community Schools

Motion to approve the purchase agreement and authorize the superintendent to execute the necessary documents for the purchase of a tract of land located in the City of Wayne for \$1.00 to Wayne Community Schools passed with a motion by Dr. Jeryl Nelson and a second by Mr. Lynn Junck. Motion carried with six yes votes.

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

Discussion: The Board approved the purchase of Lot 1A, Administrative Lot Split of Lots 2 and 3, Community Schools Addition, from the City of Wayne.

III.b.II. Sale of Land to City of Wayne from Wayne Community Schools - Discuss, Consider, and Take Necessary Action on Sale of Land to City of Wayne from Wayne Community Schools

Motion to approve the purchase agreement and authorize the superintendent to execute the necessary documents, for the sale of a tract of land owned by Wayne Community Schools for \$1.00 to the City of Wayne, passed with a motion by Mrs. Sylvia Ruhl and a second by Dr. Jeryl Nelson. Motion carried with six yes votes.

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

Discussion: The Board approved the sale of thirty-three feet of Lot 2, Community Schools Addition, to the City of Wayne.

III.b.III. Hausmann Construction Partial Guarantee Maximum Price (GMP) Amendment - Discuss, Consider, and Take Necessary Action on Hausmann Construction GMP

Motion to approve the Partial Guaranteed Price Amendment from Hausmann Construction passed with a motion by Mr. Lynn Junck and a second by Dr. Jeryl Nelson. Motion carried with six yes votes.

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

Discussion: The Board approved the partial Guaranteed Price Amendment (GPA) from Hausmann Construction. Mr. Steve Thiele explained this during the Communications portion of the Board Meeting.

III.b.IV. Rasmussen 2-Year HVAC Service Agreement Renewal - Discuss, Consider, and Take Necessary Action on Rasmussen 2-Year Service Agreement Renewal

Motion to approve the two-year HVAC service agreement with Rasmussen Mechanical passed with a motion by Mr. Justin Davis and a second by Mr. Lynn Junck. Motion carried with six yes votes.

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

Discussion: The Board approved the 2-year HVAC Service Agreement Renewal with Rasmussen Mechanical.

III.b.V. Applications for Early Graduation - Discuss, Consider and Take Necessary Action on Applications for Early Graduation

Motion to approve the Early Graduation Applications, as presented, passed with a motion by Dr. Jeryl Nelson and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

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

Discussion: The Board approved the early graduation applications for the 2023-24 school year. The students will have to meet all graduation requirements before graduating.

III.b.VI. First Reading of Policy Updates - Discuss, Consider, and Take Necessary Action on First Reading of Policy Updates

Motion to approve the First Reading of the Policy Updates, passed with a motion by Mrs. Jaime Manz and a second by Mrs. Sylvia Ruhl. Motion carried with six yes votes.

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

Discussion: The Board approved the First Reading of Policy Updates. The updates reflect recent legislation.

III.b.VII. First Reading of Policy 1011 - Sex Offenders - Discuss, Consider, and Take Necessary Action on First Reading of Policy 1011-Sex Offenders

Motion to approve the First Reading of Policy 1011 - Sex Offenders passed with a motion by Mrs. Sylvia Ruhl and a second by Mr. Lynn Junck. Motion carried with six yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Yes
Mrs. Jaime Manz: Yes

Dr. Jeryl Nelson: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the First Reading of Policy 1011 - Sex Offender. This is a standard policy that was not currently in the policy book.

III.b.VIII. First Reading of 2023-24 K-6 Student Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2023-24 K-6 Student Handbook

Motion to approve the First Reading of the 2023-24 K-6 Student Handbook passed with a motion by Mrs. Sylvia Ruhl and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

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

Discussion: The Board approved the First Reading of the 2023-24 K-6 Student Handbook. Changes reflect the new legislation.

III.b.IX. First Reading of 2023-24 Non-Certificated Staff Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2023-24 Non-Certificated Staff Handbook

Motion to approve the First Reading of 2023-24 Non-Certificated Staff Handbook, with the additional language, passed with a motion by Dr. Jeryl Nelson and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

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

Discussion: The Board approved the First Reading of 2023-24 Non-Certificated Staff Handbook with the addition of "All paid leave must be used prior to and in conjunction with the FMLA."

III.b.X. First Reading of 2023-24 Teacher Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2023-24 Teacher Handbook

Motion to approve First Reading of 2023-24 Teacher Handbook, with the addition of Policy 4025 language, passed with a motion by Mr. Justin Davis and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

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

Discussion: The Board approved the First Reading of the 2023-24 Teacher Handbook with the addition of Policy 4025 language.

III.b.XI. 2023-24 Milk and Dairy Prices - Discuss, Consider, and Take Necessary Action on 2023-24 Milk and Dairy Prices

Motion to approve the quote from Kemps from LeMars, Iowa for the 2023-24 Milk and Dairy prices passed with a motion by Mr. Lynn Junck and a second by Mrs. Sylvia Ruhl. Motion carried with six yes votes.

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

Discussion: The Board approved the bid for milk and dairy products from Kemps, LeMars, IA, for the 2023-24 school year.

III.b.XII. Vision Insurance - Discuss, Consider, and Take Necessary Action on Vision Insurance

Motion to approve the quote for Vision Insurance from Ameritas, as presented, passed with a motion by Mr. Lynn Junck and a second by Dr. Jeryl Nelson. Motion carried with six yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Yes
Mrs. Jaime Manz: Yes

Dr. Jeryl Nelson: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the vision insurance from Ameritas. The quote is a four-year agreement. All full-time employees are eligible for the insurance at their cost.

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. Update on Potential Resource Officer

Discussion: Dr. Lenihan addressed the Board about adding a School Resource Officer to WCS in the future. He has been in contact with Marlen Chinn, Chief of Police. After discussion, the Board agreed to have Dr. Lenihan continue working with Officer Chinn in working out details.

IV.a.I.2. LCC Wrestling Co-op Potential/Discussion

Discussion: Dr. Lenihan and Mr. Dave Wragge discussed the potential of having Laurel-Concord-Coleridge co-op with the Blue Devil Wrestling team for the 2023-24 school year. They told the Board this would be a -year co-op, if it were approved.

IV.a.I.3. School Funding Model Update

Discussion: Dr. Lenihan discussed the School Funding Model with the Board. The model states how much a school can tax for general and building funds, promoting tax relief to property owners.

IV.a.I.4. State Aid Certification

Dr. Lenihan explained the State Aid Certification and will keep the Board updated if any changes happen.

IV.a.II. High School Principal

Discussion: Mr. Tucker Hight stated that graduation went well. This is the second year for graduation in the Jr/Sr High School gym.

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

Discussion: Mrs. Misty Bear stated the District MTSS (Multi-Tiered System of Supports) team met for a retreat in June. She also stated twenty-one students are receiving services this summer.

IV.a.IV. Elementary Principal

Discussion: Mr. Russ Plager told the Board every student went home with a book thanks to WEB. Summer School will have approximately 50-60 students.

IV.a.V. Junior High Principal/Activities Director

Discussion: Mr. Dave Wragge stated summer weight lifting has started. There are five Jr. High students doing summer school to recover credits before the 2023-24 school year begins.

IV.b. Board Committees

IV.b.I. Foundation and Community Relations - Justin Davis, Jaime Manz, Sylvia Ruhl, Dave Wragge, Mark Lenihan, Rusty Parker

Discussion: No report.

IV.b.II. Curriculum and Committee on American Civics - Jaime Manz, Jeryl Nelson, Sylvia Ruhl, Mark Lenihan, Misty Bear

Discussion: No report.

IV.b.III. Facility/Safety/Finance - Justin Davis, Lynn Junck, Jeryl Nelson, Mark Lenihan, Russ Plager, Jordan Widner, Mary Jean Roberson

Discussion: Mr. Jordan Widner said summer cleaning is going well. The Elementary fire alarm project has started.

IV.b.IV. Policy/Title IX - Jaime Manz, Jeryl Nelson, Jodi Pulfer, Mark Lenihan, Tucker Hight, Russ Plager

Discussion: The Policy Committee will meet on Thursday, July 6, 2023.

IV.b.IV.1. Board Review of Policies 4001-4260

Discussion: The Board has completed the review of Policies 1000-4000.

IV.b.V. Negotiations - Justin Davis, Lynn Junck, Jodi Pulfer, Mark Lenihan

Discussion: No report.

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

Discussion: No report.

V. District 83 Property - Discuss, Consider, and Take Necessary Action on District 83 Property

Motion to enter into Closed Session to discuss litigation passed with a motion by Mr. Lynn Junck and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

Mr. Justin Davis: Yes

Mr. Lynn Junck: Yes

Mrs. Jaime Manz: Yes

Dr. Jeryl Nelson: Yes

Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board entered Executive Session at 7:05 p.m. and exited Executive Session at 7:30 p.m. No action was taken after the Executive Session.

VI. Boardsmanship

VII. Future Agenda Items

*Review of Policies:

2101: Superintendent as CEO of District

5415: Anti-Bullying

5416: Student Fees

5418: Homeless

6400: Parental Involvement

*Second Reading of Policy Updates

*Second Reading of 2023-24 K-6 Student Handbook

*Second Reading of 2023-24 Non-Certificated Staff Handbook

*Second Reading of 2023-24 Teacher Handbook

*LCC Wrestling Coop Agreement

Discussion: Additional Future Agenda items include: Review of Policy 5201 - Student Promotion, Retention, Acceleration, and Early Graduation

VIII. Adjournment

Motion to Adjourn Meeting passed with a motion by Mr. Lynn Junck and a second by Dr. Jeryl Nelson. Motion carried with six yes votes.

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

Discussion: The meeting was adjourned at 7:35 p.m. The next regular Board Meeting will be Monday, July 10, 2023, in the Jr/Sr High School Library.

Deb Daum, Secretary

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY22-23; Begin Date: 06/14/2023; End Date: 06/14/2023; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ([FUND] = "06") ; Created On: 6/13/2023 5:00:57 PM

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-06142023	State Nebraska Bank	540978	5482	Cash-Wa Distributing	\$6,614.75	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Cash-Wa Distributing		6/1/23	06-2-031000-610-000-000	supply, SN		\$917.26
Cash-Wa Distributing		6/1/23	06-2-031000-630-000-000	food, SN		\$5,697.49
Sub Total						\$6,614.75
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-06142023	State Nebraska Bank	540978	5483	DFA Dairy Brands Corporate, LLC	\$4,371.67	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
DFA Dairy Brands Corporate, LLC		5/28/23	06-2-031000-630-000-000	food, SN		\$4,371.67
Sub Total						\$4,371.67
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-06142023	State Nebraska Bank	540978	5484	Earthgrains Baking Companies, Inc.	\$879.78	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Earthgrains Baking Companies, Inc.		6/2023	06-2-031000-630-000-000	food, SN		\$879.78
Sub Total						\$879.78
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-06142023	State Nebraska Bank	540978	5485	Pac 'n' Save	\$21.44	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Pac 'n' Save		6/1/2023	06-2-031000-630-000-000	food, SN		\$21.44
Sub Total						\$21.44
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-06142023	State Nebraska Bank	540978	5486	Sysco	\$8,058.22	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Sysco		6/1/23	06-2-031000-610-000-000	supply, SN		\$618.55
Sysco		6/1/23	06-2-031000-630-000-000	food, SN		\$7,439.67
Sub Total						\$8,058.22
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-06142023	State Nebraska Bank	540978	5487	Wayne County Farm Bureau	\$3,161.25	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wayne County Farm Bureau		6/2023	06-2-031000-630-000-000	beef - food, SN		\$3,161.25
Sub Total						\$3,161.25
Grand Total						\$23,107.11

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY22-23; Begin Date: 06/14/2023; End Date: 06/14/2023; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: (FUND] = "06") ; Created On: 6/13/2023 5:00:58 PM

Check Date	Check Number	Payee	Type	Amount
06/14/2023	5482	Cash-Wa Distributing	Accounts Payable	\$6,614.75
06/14/2023	5483	DFA Dairy Brands Corporate, LLC	Accounts Payable	\$4,371.67
06/14/2023	5484	Earthgrains Baking Companies, Inc.	Accounts Payable	\$879.78
06/14/2023	5485	Pac 'n' Save	Accounts Payable	\$21.44
06/14/2023	5486	Sysco	Accounts Payable	\$8,058.22
06/14/2023	5487	Wayne County Farm Bureau	Accounts Payable	\$3,161.25
Sub Total				\$23,107.11

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY22-23; Begin Date: 06/14/2023; End Date: 06/14/2023; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ([FUND] = "06") ; Created On: 6/13/2023 5:00:58 PM

Check Date	Check Number	Payee	Description	Type	Amount
06/14/2023	5482	Cash-Wa Distributing	food/supply, SN	Accounts Payable	\$6,614.75
06/14/2023	5483	DFA Dairy Brands Corporate, LLC	food, SN	Accounts Payable	\$4,371.67
06/14/2023	5484	Earthgrains Baking Companies, Inc.	food, SN	Accounts Payable	\$879.78
06/14/2023	5485	Pac 'n' Save	food, SN	Accounts Payable	\$21.44
06/14/2023	5486	Sysco	food/supply, SN	Accounts Payable	\$8,058.22
06/14/2023	5487	Wayne County Farm Bureau	Beef - food/SN	Accounts Payable	\$3,161.25
Sub Total					\$23,107.11

Wayne Public Schools

Check Report July 10, 2023 Board Meeting

Begin Date: 06/01/2023; End Date: 06/30/2023; Check Type: Payroll Liability; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY22-23; Limit Results to This Cycle: No; Account Expression: ([FUND] In ("01","03","06")); Show Detail by Voucher: Yes; Created On: 7/7/2023 1:27:31 PM

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
70	State Nebraska Bank	537047	23519	Blue Cross Blue Shield of Nebraska	\$134,640.22	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Blue Cross Blue Shield of Nebraska	HSA Health Ins ER- Employee	115	01-00941-000		\$2,904.36	
Blue Cross Blue Shield of Nebraska	HSA Health Ins ER- Family	115	01-00941-000		\$40,948.80	
Blue Cross Blue Shield of Nebraska	Dental 125 EE/Spouse	115	01-00941-000		\$421.98	
Blue Cross Blue Shield of Nebraska	Dental 125- EE/C/S	115	01-00941-000		\$1,290.00	
Blue Cross Blue Shield of Nebraska	Dental 125-EE/Children	115	01-00941-000		\$175.49	
Blue Cross Blue Shield of Nebraska	Dental ER	115	01-00941-000		\$2,924.46	
Blue Cross Blue Shield of Nebraska	Dental-EE/S	115	01-00941-000		\$64.92	
Blue Cross Blue Shield of Nebraska	Dental-EE/S/C	115	01-00941-000		\$161.25	
Blue Cross Blue Shield of Nebraska	Health Ins 125- E/C PPO	115	01-00941-000		\$147.38	
Blue Cross Blue Shield of Nebraska	Health Ins 125- E/S PPO	115	01-00941-000		\$836.45	
Blue Cross Blue Shield of Nebraska	Health Ins 125-Family PPO	115	01-00941-000		\$4,043.34	
Blue Cross Blue Shield of Nebraska	Health Ins EE	115	01-00941-000		\$334.58	
Blue Cross Blue Shield of Nebraska	Health Ins ER- E/C Trad. PPO	115	01-00941-000		\$1,326.41	
Blue Cross Blue Shield of Nebraska	Health Ins ER- E/S Trad PPO	115	01-00941-000		\$10,539.34	
Blue Cross Blue Shield of Nebraska	Health Ins ER- EE Trad. PPO	115	01-00941-000		\$6,372.96	
Blue Cross Blue Shield of Nebraska	Health Ins ER-Family Trad. PPO	115	01-00941-000		\$44,476.96	
Blue Cross Blue Shield of Nebraska	Health Ins. Family Trad. PPO	115	01-00941-000		\$898.52	
Blue Cross Blue Shield of Nebraska	HSA Health Ins ER - EE/Spouse	115	01-00941-000		\$16,773.02	
Sub Total					\$134,640.22	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
70	State Nebraska Bank	537047	23520	Elkhorn Valley Bank	\$7,050.00	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Elkhorn Valley Bank	HSA 125	115	01-00941-000		\$7,050.00	
Sub Total					\$7,050.00	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
70	State Nebraska Bank	537047	23521	First Concord Benefits Group	\$3,938.96	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
First Concord Benefits Group	Med Reimb 125	115	01-00941-000		\$854.99	
First Concord Benefits Group	Sect 125/child Care	115	01-00941-000		\$3,083.97	
Sub Total					\$3,938.96	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
70	State Nebraska Bank	537047	23522	Mutual of Omaha	\$2,797.32	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Mutual of Omaha	Disability	115	01-00941-000		\$1,589.14	
Mutual of Omaha	Life Ins	115	01-00941-000		\$238.95	
Mutual of Omaha	Life Ins 125	115	01-00941-000		\$8.85	
Mutual of Omaha	Life Ins ER	115	01-00941-000		\$960.38	
Sub Total					\$2,797.32	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
70	State Nebraska Bank	537047	23523	S.D. 17 Payroll Account	\$247,581.07	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
S.D. 17 Payroll Account	Federal Withholding	115	01-00941-000		\$39,584.24	
S.D. 17 Payroll Account	FICA	115	01-00941-000		\$67,468.16	
S.D. 17 Payroll Account	Medicare	115	01-00941-000		\$15,778.88	
S.D. 17 Payroll Account	NPERS	115	01-00941-000		\$92,130.02	
S.D. 17 Payroll Account	NPERS - Adl	115	01-00941-000		\$13,765.22	
S.D. 17 Payroll Account	State Withholding - NE	115	01-00941-000		\$18,854.55	
Sub Total					\$247,581.07	

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
70	State Nebraska Bank	537047	23524	TSA Consulting Group, Inc	\$1,201.18	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
TSA Consulting Group, Inc	Ameriprise	115	01-00941-000		\$400.00	
TSA Consulting Group, Inc	Fiduciary Trust Co. of New Hampshire	115	01-00941-000		\$450.00	
TSA Consulting Group, Inc	Security Benefit Group	115	01-00941-000		\$351.18	
Sub Total					\$1,201.18	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
70	State Nebraska Bank	537047	23525	Vision Services Plan	\$1,193.42	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Vision Services Plan	VSP Vision	115	01-00941-000		\$417.01	
Vision Services Plan	VSP Vision 125	115	01-00941-000		\$776.41	
Sub Total					\$1,193.42	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
70	State Nebraska Bank	540978	5488	Blue Cross Blue Shield of Nebraska	\$2,662.45	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Blue Cross Blue Shield of Nebraska	Dental 125 EE/Spouse	115	06-00941-000		\$32.46	
Blue Cross Blue Shield of Nebraska	Dental 125- EE/C/S	115	06-00941-000		\$53.75	
Blue Cross Blue Shield of Nebraska	Dental ER	115	06-00941-000		\$177.24	
Blue Cross Blue Shield of Nebraska	Health Ins 125- E/S PPO	115	06-00941-000		\$167.29	
Blue Cross Blue Shield of Nebraska	Health Ins ER- E/S Trad PPO	115	06-00941-000		\$1,505.62	
Blue Cross Blue Shield of Nebraska	HSA Health Ins ER- Employee	115	06-00941-000		\$726.09	
Sub Total					\$2,662.45	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
70	State Nebraska Bank	540978	5489	Elkhorn Valley Bank	\$120.00	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Elkhorn Valley Bank	HSA 125	115	06-00941-000		\$120.00	
Sub Total					\$120.00	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
70	State Nebraska Bank	540978	5490	First Concord Benefits Group	\$100.00	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
First Concord Benefits Group	Med Reimb 125	115	06-00941-000		\$100.00	
Sub Total					\$100.00	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
70	State Nebraska Bank	540978	5491	Mutual of Omaha	\$107.25	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Mutual of Omaha	Disability	115	06-00941-000		\$58.50	
Mutual of Omaha	Llife Ins ER	115	06-00941-000		\$48.75	
Sub Total					\$107.25	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
70	State Nebraska Bank	540978	5492	S.D. 17 Payroll Account	\$5,538.60	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
S.D. 17 Payroll Account	Federal Withholding	115	06-00941-000		\$397.25	
S.D. 17 Payroll Account	FICA	115	06-00941-000		\$1,850.10	
S.D. 17 Payroll Account	Medicare	115	06-00941-000		\$432.66	
S.D. 17 Payroll Account	NPERS	115	06-00941-000		\$2,262.81	
S.D. 17 Payroll Account	NPERS - Adl	115	06-00941-000		\$338.09	
S.D. 17 Payroll Account	State Withholding - NE	115	06-00941-000		\$257.69	
Sub Total					\$5,538.60	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
70	State Nebraska Bank	540978	5493	Vision Services Plan	\$56.61	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	

Vision Services Plan	VSP Vision	115	06-00941-000		\$18.87	
Vision Services Plan	VSP Vision 125	115	06-00941-000		\$37.74	
Sub Total					\$56.61	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
70	State Nebraska Bank	537047	EFT	Direct Deposit	\$386,941.28	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
First National Omaha	Direct Deposit	115	01-00941-000		\$386,941.28	
Sub Total					\$386,941.28	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
70	State Nebraska Bank	540978	EFT	Direct Deposit	\$11,771.17	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
First National Omaha	Direct Deposit	115	06-00941-000		\$11,771.17	
Sub Total					\$11,771.17	
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
70	State Nebraska Bank	537047	EFT	Nebraska Child Support Payment Center EXT PYMNT	\$130.00	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Nebraska Child Support Payment Center	Garnishment 7	115	01-00941-000		\$130.00	
Sub Total					\$130.00	
Grand Total					\$805,829.53	

Wayne Public Schools

Check Listing Report July 10, 2023 Board Meeting

Accounting Cycle: FY22-23; Begin Date: 06/10/2023; End Date: 07/07/2023; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ((FUND) In ("01","02","03","07","08","09")); Created On: 7/7/2023 1:21:35 PM

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2497	State Nebraska Bank	537047		Francotyp-Postalia, Inc.	\$8,500.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Francotyp-Postalia, Inc.		070123Meter	01-2-025100-531-000-000	Postage Meter Download		\$8,500.00
Sub Total						\$8,500.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2495	State Nebraska Bank	540951		Internal Revenue Service - EFT	\$125,511.29	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Internal Revenue Service - EFT		62023	03-2-090000-000-000-000	June '23 Payroll taxes		\$125,511.29
Sub Total						\$125,511.29
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2495	State Nebraska Bank	540951		Nebraska Retirement System - EFT	\$108,496.14	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Nebraska Retirement System - EFT		062023	03-2-090000-000-000-000	June '23 retirement taxes		\$108,496.14
Sub Total						\$108,496.14
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2495	State Nebraska Bank	540951		State of Nebraska - EFT	\$19,112.24	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
State of Nebraska - EFT		062023	03-2-090000-000-000-000	June '23 payroll taxes		\$19,112.24
Sub Total						\$19,112.24
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2495	State Nebraska Bank	540951	1512	Mutual of Omaha	\$1.48	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Mutual of Omaha		62023	03-00931-000	June '23 Life insurance- DL		\$1.48
Sub Total						\$1.48
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2498	State Nebraska Bank	540935	1696	Fire Protection Services, LLC	\$58,500.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Fire Protection Services, LLC		25066	08-2-047000-450-005-000	New Fire Alarm System- ES		\$58,500.00
Sub Total						\$58,500.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2498	State Nebraska Bank	540935	1697	Sebade Construction	\$24,860.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Sebade Construction		1842	08-2-046000-450-001-000	Front door sidewalks, flag pole, curb, south side, driveway south of shop		\$18,020.00
Sebade Construction		1842	08-2-046000-450-005-000	west entrance, east entrance and sidewalks		\$6,840.00
Sub Total						\$24,860.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23526	Ace Hardware & Home	\$205.03	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Ace Hardware & Home		14333	01-2-026200-610-000-000	pipe cleaner, pvc cement		\$18.98
Ace Hardware & Home		14214	01-2-026200-610-000-000	snap rings & snap ring pliers		\$21.47
Ace Hardware & Home		14391	01-2-026200-610-005-000	5 shelf unit		\$159.99
Ace Hardware & Home		14146	01-2-026300-610-000-000	measuring cups		\$6.59
Sub Total						\$205.03
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23527	Allo Communications	\$160.72	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Allo Communications		62423	01-2-011900-382-300-000	ELC phone & internet 06/24/23 thru 07/23/23		\$160.72
Sub Total						\$160.72

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23528	Amazon Capital Services	\$8,025.04	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Amazon Capital Services	7419-2023	14CL-L3K3-7N9C	01-2-011000-610-005-130	11 6-ft. folding tables/ES furn. & fixture supply	06/14/2023	\$1,118.37
Amazon Capital Services	7397-2023	1JLF-XYWJ-61KQ	01-2-011000-610-005-010	ES t. supply	06/14/2023	\$95.25
Amazon Capital Services	7385-2023	1WKL-PHNP-NDK7, 1X7K-QKWN-MPLW	01-2-011000-610-005-010	ES t. supply	06/21/2023	\$614.52
Amazon Capital Services	7520-2023	1Y6X-LQ1M-7K7D	01-2-011000-610-001-100	mini digital incubator/ag classroom supply	06/21/2023	\$677.99
Amazon Capital Services	7361-2023	19DM-YM64-19GT	01-2-011000-610-001-070	HS science lab supply	06/21/2023	\$170.97
Amazon Capital Services	7504/7509-2023	1G04-DRHT-1YDL	01-2-011000-640-001-000	English novels/HS textbooks	06/21/2023	\$804.66
Amazon Capital Services	7525/7526-2023	1NL3-MHTP-3HYV	01-2-011000-610-001-070	HS science lab supply	06/21/2023	\$85.67
Amazon Capital Services	7539-2023	1L7M-DY6T-1WFH	01-2-026300-431-000-020	lawn mower deck drive belt/dist. grounds upkeep & ren. maint.	06/21/2023	\$17.99
Amazon Capital Services	7518-2023	1FJT-FNXJ-673V	01-2-011000-610-001-010	book covers/HS t. supply	06/21/2023	\$187.92
Amazon Capital Services	5762-2023	1JYX-943X-4RK9	01-2-011000-610-006-010	portable table tennis, ballpoint pens, record book	06/27/2023	\$41.88
Amazon Capital Services	5762-2023	1JYX-943X-4RK9	01-2-011000-610-006-070	slinky walking toys	06/27/2023	\$21.54
Amazon Capital Services	7309-2023	14YP-JGV6-343X	01-2-026300-610-000-000	guage wheels for Cub Cadet mower/dist. grounds sunnly	06/27/2023	\$22.77
Amazon Capital Services	7386-2023	1WCX-RMKQ-JXPN, 1RDX-CH3N-34PM	01-2-011000-610-005-010	ES t. supply	06/27/2023	\$187.34
Amazon Capital Services	7410-2023	1X7K-QKWN-3QX9	01-2-011000-610-005-010	ES t. supply	06/27/2023	\$43.94
Amazon Capital Services	7417-2023	16WV-MGLH-DIC3	01-2-011000-610-005-010	dry erase board & magnetic dry erase board	06/27/2023	\$509.15
Amazon Capital Services	7378-2023	1WKL-PHNP-4CN4	01-2-011000-610-005-010	paperback books/ES t. supply	06/27/2023	\$48.65
Amazon Capital Services	7408-2023	13LL-H1RN-4T9X	01-2-011000-610-005-010	ES t. supply	06/27/2023	\$93.48
Amazon Capital Services	7405-2023	1QTK-NJWH-1VWM	01-2-011000-610-005-010	ES t. supply	06/27/2023	\$32.12
Amazon Capital Services	7387-2023	1V67-WT6W-3HVV	01-2-011000-610-005-000	ES P.E. supply	06/27/2023	\$205.67
Amazon Capital Services	7375-2023	179H-71XW-1NVM	01-2-011000-610-005-010	ES t. supply	06/27/2023	\$462.45
Amazon Capital Services	6215-2023	1J7X-Y77F-3FK3	01-2-022200-610-005-000	ES library t. supply	06/27/2023	\$139.96
Amazon Capital Services	6246-2023	14PT-NFW9-1XWH	01-2-011000-610-005-010	ES t. supply	06/27/2023	\$503.69
Amazon Capital Services	7393-2023	1C6N-XQ4D-1TTH	01-2-011000-610-005-010	ES t. supply	06/27/2023	\$370.19
Amazon Capital Services	7538-2023	13PR-KQ36-J1TF	01-2-011000-610-001-130	2 dry erase whiteboards/HS furn. & fixture supply	06/27/2023	\$315.90
Amazon Capital Services	6219-2023	1QV9-1RXL-M9YV	01-2-011000-610-005-010	ES t. supply	06/27/2023	\$202.50
Amazon Capital Services	7352-2023	1GMF-RYRF-4WR6, 13H6-XYT7-WWNH	01-2-011000-610-001-120	HS ind. tech supplies	07/05/2023	\$1,012.56
Amazon Capital Services	7352-2023	1GMF-RYRF-4WR6, 13H6-XYT7-WWNH	01-2-011000-610-001-120	HS ind. tech. supplies	07/05/2023	\$35.00
Amazon Capital Services	7393B-2023	1VC4-JW19-PRFT	01-2-011000-610-005-010	ES t. supply	07/05/2023	\$2.91
Sub Total						\$8,025.04

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23529	Auto Anatomy Alternatives LLC	\$578.48	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Auto Anatomy Alternatives LLC		RO#2988	01-2-027300-350-000-000	'11 Ford Expedition (student veh.) window motor		\$229.00
Auto Anatomy Alternatives LLC		RO#2990	01-2-027320-350-000-001	'14 Ford Flex windshield replacement- SPED vehicle		\$349.48
Sub Total						\$578.48

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23530	Beiermann Electric, LLC	\$636.25	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Beiermann Electric, LLC		1252	01-2-026200-431-001-010	install blank plates & outlet SPED room		\$220.00
Beiermann Electric, LLC		1252	01-2-026200-431-005-010	install new projector outlet- ES		\$416.25
Sub Total						\$636.25

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23531	Bio-Electronics	\$510.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Bio-Electronics		530	01-2-026200-431-000-010	AED Service Agreement		\$510.00
Sub Total						\$510.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23532	Black Hills Energy	\$172.23	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Black Hills Energy		62223	01-2-026100-621-001-000	5/22-6/21 Natural Gas Delivery/distribution		\$64.46
Black Hills Energy		62223	01-2-026100-621-005-000	5/22-6/21 Natural Gas delivery/distribution		\$75.54
Black Hills Energy		62223	01-2-026100-621-006-000	5/22-6/21 Natural Gas Delivery/distribution		\$32.23
Sub Total						\$172.23

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
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2496	State Nebraska Bank	537047	23533	Blick Art Materials	\$3,405.04	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Blick Art Materials	7373-2023	961854	01-2-011000-610-006-090	JH art supply	06/28/2023	\$278.34
Blick Art Materials	7372-2023	972641	01-2-011000-610-001-090	HS art supply	06/28/2023	\$3,073.06
Blick Art Materials	7286-2023	956397	01-2-011000-610-001-070	HS science lab sup.	06/28/2023	\$53.64
Sub Total						\$3,405.04
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23534	Bomgaars	\$1,148.83	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Bomgaars		61623	01-2-026200-431-005-010	roof patch, paint, texture, fasteners		\$404.37
Bomgaars		61623	01-2-026200-610-000-000	Roundup Pro, paint brush sets & rollers, sprayer,		\$735.79
Bomgaars		61623	01-2-026300-610-000-000	joint compound, drywall sanding screen, paint cap, poly nipple, pipe coupling		\$8.67
Sub Total						\$1,148.83
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23535	BSN Sports, LLC	\$2,175.60	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
BSN Sports, LLC	7215-2023	921888269	01-2-021900-610-001-010	BB uniforms/athl. equip. supplies	07/05/2023	\$2,175.60
Sub Total						\$2,175.60
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23536	Bulk Bookstore	\$1,239.30	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Bulk Bookstore	7383-2023	141913	01-2-011000-610-005-010	75 paperback books/ES t. supply	06/14/2023	\$340.50
Bulk Bookstore	6244-2023	141911	01-2-011000-610-005-010	novels/ES t. supply	06/28/2023	\$898.80
Sub Total						\$1,239.30
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23537	Carhart Lumber Company	\$33.18	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Carhart Lumber Company	7300-2023	25266	01-2-026200-431-005-010	supplies/ES bldg. upkeep & rep. maint.	06/28/2023	\$33.18
Sub Total						\$33.18
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23538	Chemsearch FE	\$1,060.83	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Chemsearch FE		8287952	01-2-026200-431-005-010	ES contract water treatment		\$1,060.83
Sub Total						\$1,060.83
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23539	City of Wayne	\$18,947.27	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
City of Wayne		063023	01-2-026100-410-001-000	water HS 5/15 thru 6/14		\$1,411.72
City of Wayne		063023	01-2-026100-410-005-000	water 5/15-6/14 ES		\$1,051.62
City of Wayne		063023	01-2-026100-410-006-000	water 5/15-6/14 JH		\$695.33
City of Wayne		063023	01-2-026100-621-001-010	Electricity HS 5/15-6/14		\$6,021.30
City of Wayne		063023	01-2-026100-621-005-010	electricity 5/15-6/14 ES		\$6,507.24
City of Wayne		063023	01-2-026100-621-006-010	electricity 5/15- 6/14 JH		\$2,965.70
City of Wayne		063023	01-2-026100-621-300-010	Electricity 5/15-6/14 Pre-K		\$294.36
Sub Total						\$18,947.27
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23540	Cole Papers Inc.	\$242.76	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Cole Papers Inc.	7301-2023	10302785	01-2-026200-610-000-000	maint. supply, dist.	06/14/2023	\$242.76
Sub Total						\$242.76
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23541	Constellation NewEnergy Gas Div., LLC	\$1,022.25	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Constellation NewEnergy Gas Div., LLC		3783541	01-2-026100-621-001-000	Gas supply charges 4/21-5/22		\$540.38
Constellation NewEnergy Gas Div., LLC		3783541	01-2-026100-621-005-000	Gas supply charges 4/21-5/22		\$215.72

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23549	Five-Star Awards & More	\$27.80	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Five-Star Awards & More	7357-2023	66433	01-2-021200-610-001-000	engrave plates for scholarship plaques/HS guidance	06/21/2023	\$27.80
Sub Total						\$27.80
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23550	Flinn Scientific, Inc.	\$457.94	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Flinn Scientific, Inc.	7283-2023	2877905	01-2-011000-610-001-070	HS science lab supplies	06/29/2023	\$457.94
Sub Total						\$457.94
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23551	Francotyp-Postalia, Inc.	\$141.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Francotyp-Postalia, Inc.		R1105794088	01-2-025100-531-000-000	Quarterly Postage Meter Rental		\$141.00
Sub Total						\$141.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23552	Gopher	\$1,570.69	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Gopher	7515-2023	IN294043	01-2-011000-610-001-000	HS P.E. supply	06/14/2023	\$288.93
Gopher	7515-2023	IN294043	01-2-011000-610-006-000	JH P.E. supply	06/14/2023	\$500.00
Gopher	7388-2023	IN293490	01-2-011000-610-005-000	2 AlleyOop basketball goals/ES P.E. supply	06/14/2023	\$781.76
Sub Total						\$1,570.69
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23553	Grossenburg Implement, Inc.	\$7.18	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Grossenburg Implement, Inc.	7299-2023	1644765	01-2-026300-610-000-000	2 screws for JD lawn mower/supplies, grounds dist.	07/03/2023	\$7.18
Sub Total						\$7.18
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23554	Hampton Inn - Kearney, NE EARTS	\$886.90	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Hampton Inn - Kearney, NE EARTS		1686685653	01-2-011000-580-001-100	TR NE Career Ed conference		\$567.00
Hampton Inn - Kearney, NE EARTS		1686685653	01-2-021200-580-005-000	KA- NE School Mental Health Conference		\$319.90
Sub Total						\$886.90
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23555	Holiday Inn - Kearney, NE	\$229.90	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Holiday Inn - Kearney, NE		95306	01-2-021300-580-000-000	AW- NE School Health Conference		\$229.90
Sub Total						\$229.90
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23556	Holiday Inn Express Scottsbluff	\$905.02	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Holiday Inn Express Scottsbluff		19748, 19749	01-2-021900-580-001-010	State Golf Lodging		\$905.02
Sub Total						\$905.02
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23557	Hometown Leasing	\$1,986.70	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Hometown Leasing		070123	01-2-025100-443-000-000	July copier leases		\$1,986.70
Sub Total						\$1,986.70
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23558	Houghton Mifflin Harcourt Publ. Co.	\$657.49	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Houghton Mifflin Harcourt Publ. Co.	7421-2023	955827109	01-2-011000-640-005-000	26 elem. math textbooks/ES textbooks	06/28/2023	\$657.49
Sub Total						\$657.49

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23559	IXL Learning, Inc.	\$5,975.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
IXL Learning, Inc.	7546-2023	S466420	01-2-011000-643-001-000	HS site license for web-based Math/t. sup. web-based HS	06/28/2023	\$3,704.50
IXL Learning, Inc.	7546-2023	S466420	01-2-011000-643-006-000	JH site license for web-based Math/t. sup., web-based JH	06/28/2023	\$2,270.50
Sub Total						\$5,975.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23560	KSB School Law	\$75.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
KSB School Law		14402	01-2-023300-317-000-000	5/31/23 Legal Services		\$75.00
Sub Total						\$75.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23561	Lakeshore Learning Materials, LLC	\$198.87	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Lakeshore Learning Materials, LLC	7418-2023	771782060623	01-2-011000-610-005-010	ES t. supply	06/14/2023	\$198.87
Sub Total						\$198.87
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23562	Learning Without Tears	\$1,027.13	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Learning Without Tears	6221-2023	INV175464	01-2-011000-640-005-000	cursive handwriting books/ES textbooks	06/14/2023	\$1,027.13
Sub Total						\$1,027.13
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23563	Liminex, Inc. dba GoGuardian	\$10,304.24	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Liminex, Inc. dba GoGuardian		INV34829	01-2-069980-650-001-002	online filtering/monitoring of student devices		\$2,915.31
Liminex, Inc. dba GoGuardian		INV34829	01-2-069980-650-005-002	online filtering/monitoring of student devices		\$5,078.29
Liminex, Inc. dba GoGuardian		INV34829	01-2-069980-650-006-002	online filtering/monitoring of student devices		\$1,410.64
Liminex, Inc. dba GoGuardian	7403-2023	INV-101546	01-2-011000-643-005-000	(6) Pear Deck subscriptions/ES t. supply - web-based	06/14/2023	\$900.00
Sub Total						\$10,304.24
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23564	Lutt Oil	\$2,568.51	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Lutt Oil		07123	01-2-013000-610-000-000	June Drivers Ed vehicles gasoline		\$1,095.97
Lutt Oil		07123	01-2-021900-580-001-000	June Athletics Gasoline		\$615.40
Lutt Oil		07123	01-2-021900-580-001-000	June HS field trips gasoline		\$155.54
Lutt Oil		07123	01-2-023200-580-000-000	June Super. travel gasoline		\$39.10
Lutt Oil		07123	01-2-026500-626-000-000	June lunch vehicle travel		\$80.77
Lutt Oil		07123	01-2-026500-626-000-000	June maintenance and grounds gasoline		\$302.66
Lutt Oil		07123	01-2-027120-626-000-001	June SPED vehicle gasoline		\$279.07
Sub Total						\$2,568.51
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23565	Mackin Educational Resources	\$303.56	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Mackin Educational Resources	6194-2023	811957	01-2-022200-640-005-000	17 ES libr. books	07/05/2023	\$303.56
Sub Total						\$303.56
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23566	Main Street Garage, LLC	\$2,502.30	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Main Street Garage, LLC		014046	01-2-026500-350-000-000	'06 Ford E-450 oil change & inspection		\$122.90
Main Street Garage, LLC		013986	01-2-027300-350-000-000	'11 Ford E-350 oil change & inspection		\$118.50
Main Street Garage, LLC		013988	01-2-027300-350-000-000	'11 Ford E-350 oil change & inspection		\$118.50
Main Street Garage, LLC		013989	01-2-027300-350-000-000	'11 Ford E-350 Oil change and inspection		\$118.50
Main Street Garage, LLC		014051	01-2-027300-350-000-000	'11 Ford Expedition oil change and inspection		\$122.90
Main Street Garage, LLC		013930	01-2-027300-350-000-000	'16 Ford Expedition- AC compressor, belt, freon		\$986.15

Main Street Garage, LLC		014018	01-2-027320-350-000-001	'06 Freestar diagnosed and replaced starter motor, twin		\$407.08
Main Street Garage, LLC		014116	01-2-027320-350-000-001	'14 Ford Flex brakes- SPED vehicle		\$507.77
Sub Total						\$2,502.30

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23567	Marriott Cornhusker Hotel - Lincoln	\$166.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Marriott Cornhusker Hotel - Lincoln		62023	01-2-012001-580-000-001	NCSA Legislative Training lodging- MB		\$166.00
Sub Total						\$166.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23568	McGraw-Hill LLC	\$702.32	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
McGraw-Hill LLC	7394-2023	128306997001	01-2-011000-640-005-000	Reading Wonders weekly assessment textbook/ES textbook	06/21/2023	\$82.10
McGraw-Hill LLC	7409-2023	128387507001	01-2-011000-640-005-000	Gr. 3 reading worktext/ES textbooks	06/28/2023	\$620.22
Sub Total						\$702.32

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23569	Midwest Alarm Services	\$255.18	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Midwest Alarm Services		417164	01-2-026200-431-300-010	fire alarm system inspection		\$255.18
Sub Total						\$255.18

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23570	Molly Redden	\$1,000.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Molly Redden		7123	01-2-023100-310-000-000	Annual census for NDE		\$1,000.00
Sub Total						\$1,000.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23571	Nebraska Council Of School Administrators	\$100.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Nebraska Council Of School Administrators	7551/7541-2023	76412	01-2-023200-810-000-000	2023 Session Legal Implications-Livestream/reg. for T. Hight & M. Lenihan/HS princ. & Supt. dues & fees	06/28/2023	\$50.00
Nebraska Council Of School Administrators	7551/7541-2023	76412	01-2-024100-810-001-000	2023 Session Legal Implications-Livestream/reg. for T. Hight & M. Lenihan/HS princ. & Supt. dues & fees	06/28/2023	\$50.00
Sub Total						\$100.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23572	Nebraska Rural Community Schools Assoc.	\$850.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Nebraska Rural Community Schools Assoc.		MEM 201- 23/24	01-2-023100-810-000-000	23-24 Membership		\$850.00
Sub Total						\$850.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23573	Norfolk Daily News	\$145.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Norfolk Daily News	7558-2023	2324	01-2-022200-640-001-000	subscription renewal/HS library periodical	06/21/2023	\$145.00
Sub Total						\$145.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23574	Northeast Nebraska Insurance	\$350.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Northeast Nebraska Insurance		061923	01-2-025100-520-000-000	Bookkeeper Bond- DP		\$350.00
Sub Total						\$350.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23575	One Source	\$5.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
One Source		2022127061	01-2-023300-317-000-000	background check		\$5.00
Sub Total						\$5.00

Voucher Number 2496	Bank Name State Nebraska Bank	Account Number 537047	Check Number 23576	Payee Pac 'n' Save	Amount \$11.25	Type Accounts Payable
Vendor Pac 'n' Save	PO Number	Invoice # 7323	Account Code 01-2-011000-610-000-080	Description H2O	Issue Date	Amount \$11.25
Sub Total						\$11.25
Voucher Number 2496	Bank Name State Nebraska Bank	Account Number 537047	Check Number 23577	Payee Perry, Guthery, Haase &	Amount \$473.60	Type Accounts Payable
Vendor Perry, Guthery, Haase &	PO Number	Invoice # 61623	Account Code 01-2-023300-317-000-000	Description Legal services 5/31-6/13	Issue Date	Amount \$473.60
Sub Total						\$473.60
Voucher Number 2496	Bank Name State Nebraska Bank	Account Number 537047	Check Number 23578	Payee Plunkett's/Varment Guard	Amount \$261.20	Type Accounts Payable
Vendor Plunkett's/Varment Guard	PO Number	Invoice # 8081595	Account Code 01-2-026200-431-000-010	Description monthly pest control	Issue Date	Amount \$261.20
Sub Total						\$261.20
Voucher Number 2496	Bank Name State Nebraska Bank	Account Number 537047	Check Number 23579	Payee Providence Medical Center	Amount \$718.75	Type Accounts Payable
Vendor Providence Medical Center	PO Number	Invoice # 5005491	Account Code 01-2-021610-591-000-001	Description Providence May OT Services	Issue Date	Amount \$567.50
Vendor Providence Medical Center		Invoice # 5005491	Account Code 01-2-021710-591-000-001	Description Providence Medical May PT services		Amount \$151.25
Sub Total						\$718.75
Voucher Number 2496	Bank Name State Nebraska Bank	Account Number 537047	Check Number 23580	Payee Rasmussen, Toni	Amount \$444.48	Type Accounts Payable
Vendor Rasmussen, Toni	PO Number	Invoice # 61923	Account Code 01-2-011000-580-001-100	Description TR -NAAE Region 3, Professional Development, Alexandria MN	Issue Date	Amount \$415.27
Vendor Rasmussen, Toni		Invoice # 052523	Account Code 01-2-011000-610-001-100	Description poster making kits, tape, spray adhesive, tweezers		Amount \$29.21
Sub Total						\$444.48
Voucher Number 2496	Bank Name State Nebraska Bank	Account Number 537047	Check Number 23581	Payee Really Good Stuff, LLC	Amount \$938.51	Type Accounts Payable
Vendor Really Good Stuff, LLC	PO Number 7399-2023	Invoice # 8235664	Account Code 01-2-011000-610-005-010	Description 2 privacy shields/ES t. supply	Issue Date 06/14/2023	Amount \$114.98
Vendor Really Good Stuff, LLC	PO Number 7381-2023	Invoice # 8235334	Account Code 01-2-011000-610-005-010	Description ES t. supply	Issue Date 06/14/2023	Amount \$74.70
Vendor Really Good Stuff, LLC	PO Number 6245-2023	Invoice # 8239247, 8235665	Account Code 01-2-011000-610-005-010	Description ES t. supply	Issue Date 06/21/2023	Amount \$748.83
Sub Total						\$938.51
Voucher Number 2496	Bank Name State Nebraska Bank	Account Number 537047	Check Number 23582	Payee Region III NSASSP	Amount \$60.00	Type Accounts Payable
Vendor Region III NSASSP	PO Number	Invoice # 070123	Account Code 01-2-024100-810-001-000	Description NSASSP 23-24 Membership	Issue Date	Amount \$20.00
Vendor Region III NSASSP		Invoice # 070123	Account Code 01-2-024100-810-005-000	Description NSASSP 23-24 Membership		Amount \$20.00
Vendor Region III NSASSP		Invoice # 070123	Account Code 01-2-024100-810-006-000	Description NSASSP 23-24 Membership		Amount \$20.00
Sub Total						\$60.00
Voucher Number 2496	Bank Name State Nebraska Bank	Account Number 537047	Check Number 23583	Payee Rochester 100 Inc.	Amount \$876.56	Type Accounts Payable
Vendor Rochester 100 Inc.	PO Number 6220-2023	Invoice # 051705	Account Code 01-2-011000-610-005-010	Description ES communication folders/ES t. supply	Issue Date 06/28/2023	Amount \$876.56
Sub Total						\$876.56
Voucher Number 2496	Bank Name State Nebraska Bank	Account Number 537047	Check Number 23584	Payee Rotary Club of Wayne	Amount \$200.00	Type Accounts Payable
Vendor Rotary Club of Wayne	PO Number	Invoice # 283	Account Code 01-2-024100-810-005-000	Description 23-24 Membership- RP	Issue Date	Amount \$200.00
Sub Total						\$200.00
Voucher Number 2496	Bank Name State Nebraska Bank	Account Number 537047	Check Number 23585	Payee S & S Worldwide, Inc.	Amount \$144.00	Type Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount

S & S Worldwide, Inc.	7235B-2023	IN101212306	01-2-011000-610-005-010	coop order - 3 cases white construction paper/ES t. sup	06/28/2023	\$144.00
Sub Total						\$144.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23586	S.D. 17 Activity Fund	\$1,700.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
S.D. 17 Activity Fund		70123	01-2-067000-330-001-002	Reimburse (Carl Perkins) for CASE training paid by activity fund		\$1,700.00
Sub Total						\$1,700.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23587	Scholastic Library Publishing	\$1,465.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Scholastic Library Publishing	6213-2023	50494805	01-2-011000-643-005-000	BookFlix renewal subscription/ES t. supply - web-based	06/14/2023	\$1,465.00
Sub Total						\$1,465.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23588	School Service, Inc.	\$36.99	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
School Service, Inc.	7356-2023	44830	01-2-024100-610-001-000	unexcused admission forms-JH/HS princ. supply	06/28/2023	\$24.66
School Service, Inc.	7356-2023	44830	01-2-024100-610-006-000	unexcused admission forms-JH/HS princ. supply	06/28/2023	\$12.33
Sub Total						\$36.99
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23589	School Specialty, LLC	\$2,559.75	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
School Specialty, LLC	7379-2023	308104291504	01-2-011000-610-005-010	ES t. supply	06/14/2023	\$47.07
School Specialty, LLC	7404-2023	208132405623	01-2-011000-610-005-010	ES t. supply	06/14/2023	\$67.04
School Specialty, LLC	7380-2023	208132405617	01-2-011000-610-005-010	15 stereo headphones/ES t. supply	06/14/2023	\$218.70
School Specialty, LLC	7376-2023	208132405618	01-2-011000-610-005-010	ES t. supply	06/14/2023	\$78.84
School Specialty, LLC	6229-2023	308104291506	01-2-011000-610-005-010	ES t. supply	06/14/2023	\$188.62
School Specialty, LLC	6236-2023	208132409793	01-2-011000-610-005-010	ES t. supply	06/21/2023	\$182.74
School Specialty, LLC	7240-2023	308104286159	01-2-011000-610-001-010	coop order: supplies-ES/JH/HS/ELC/ES SPED/JH SPED/ELL/HS libr.; furn. & fixt. supplies-ES libr/HS	06/28/2023	\$48.77
School Specialty, LLC	7240-2023	308104286159	01-2-011000-610-005-010	coop order: supplies-ES/JH/HS/ELC/ES SPED/JH SPED/ELL/HS libr.; furn. & fixt. supplies-ES libr/HS	06/28/2023	\$845.06
School Specialty, LLC	7240-2023	308104286159	01-2-011000-610-006-010	coop order: supplies-ES/JH/HS/ELC/ES SPED/JH SPED/ELL/HS libr.; furn. & fixt. supplies-ES libr/HS	06/28/2023	\$40.63
School Specialty, LLC	7240-2023	308104286159	01-2-011500-610-000-000	coop order: supplies-ES/JH/HS/ELC/ES SPED/JH SPED/ELL/HS libr.; furn. & fixt. supplies-ES libr/HS	06/28/2023	\$5.60
School Specialty, LLC	7240-2023	308104286159	01-2-011900-610-300-000	coop order: supplies-ES/JH/HS/ELC/ES SPED/JH SPED/ELL/HS libr.; furn. & fixt. supplies-ES libr/HS	06/28/2023	\$28.00
School Specialty, LLC	7240-2023	308104286159	01-2-012003-610-001-121	coop order: supplies-ES/JH/HS/ELC/ES SPED/JH SPED/ELL/HS libr.; furn. & fixt. supplies-ES libr/HS	06/28/2023	\$291.66
School Specialty, LLC	7240-2023	308104286159	01-2-012003-610-005-011	coop order: supplies-ES/JH/HS/ELC/ES SPED/JH SPED/ELL/HS libr.; furn. & fixt. supplies-ES libr/HS	06/28/2023	\$5.21
School Specialty, LLC	7240-2023	308104286159	01-2-012003-610-006-011	coop order: supplies-ES/JH/HS/ELC/ES SPED/JH SPED/ELL/HS libr.; furn. & fixt. supplies-ES libr/HS	06/28/2023	\$44.00
School Specialty, LLC	7240-2023	308104286159	01-2-022200-610-001-000	coop order: supplies-ES/JH/HS/ELC/ES SPED/JH SPED/ELL/HS libr.; furn. & fixt. supplies-ES libr/HS	06/28/2023	\$7.86
School Specialty, LLC	7240-2023	308104286159	01-2-022200-610-005-120	coop order: supplies-ES/JH/HS/ELC/ES SPED/JH SPED/ELL/HS libr.; furn. & fixt. supplies-ES libr/HS	06/28/2023	\$459.95
Sub Total						\$2,559.75
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23590	South Sioux City Community Schools	\$2,573.63	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
South Sioux City Community Schools	6243-2023	June 2023-001	01-2-011250-610-000-001	corrective reading/early intervention materials/supply Flex	07/03/2023	\$2,573.63
Sub Total						\$2,573.63
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type

2496	State Nebraska Bank	537047	23591	Sunnyview Place, LLC	\$4,480.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Sunnyview Place, LLC		070123	01-2-026100-441-300-000	July rent		\$4,480.00
Sub Total						\$4,480.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23592	Teacher Direct	\$174.56	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Teacher Direct	6225-2023	INV/2023/5105	01-2-011000-610-005-010	ES t. supply	06/14/2023	\$174.56
Sub Total						\$174.56
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23593	Technology Group Solutions LLC	\$12,081.34	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Technology Group Solutions LLC		52520	01-2-022240-382-000-000	3 year wi-fi subscription (6/5/23-6/4/26)		\$12,081.34
Sub Total						\$12,081.34
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23594	TK Elevator Corporation	\$610.20	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
TK Elevator Corporation		3007351302	01-2-012003-350-000-001	quarterly elevator maintenance		\$610.20
Sub Total						\$610.20
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23595	U.S. Bank	\$1,733.05	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
U.S. Bank		062623	01-2-011000-643-005-000	Pear Deck renewal - RP cc		\$149.99
U.S. Bank		062623	01-2-012001-580-000-001	Meal, legislative training-MB (6/14/23)		\$8.52
U.S. Bank		062623	01-2-012001-580-000-001	Meal- Legislative training- MB (6-13-23)		\$39.16
U.S. Bank		062623	01-2-012001-580-000-001	Parking-Lincoln MB (5/31, 6/13, 6/14)		\$27.50
U.S. Bank		062623	01-2-012001-810-000-001	Workshop- Preparing for Legal Issues- MB		\$100.00
U.S. Bank		062623	01-2-021200-610-001-000	Academic Awards		\$1,070.17
U.S. Bank		0623	01-2-021300-810-000-000	CM - school nurse health conference		(\$145.00)
U.S. Bank		062623	01-2-021300-810-000-000	NE School Nurse Conf. (6/5-6/6) AW meals		\$74.70
U.S. Bank		062623	01-2-021900-580-001-010	State golf gasoline		\$88.65
U.S. Bank		062623	01-2-023100-610-000-000	School board meeting meal 6/12/23		\$116.07
U.S. Bank		062623	01-2-023200-580-000-000	Lodging- Law Conference (6/14/23) ML		\$148.81
U.S. Bank		062623	01-2-023200-580-000-000	Regional Superintendent Meeting Meal- 6/1/23 ML		\$13.49
U.S. Bank		062623	01-2-023200-580-000-000	Super. meal- Law conference (6/14/23) ML		\$13.26
U.S. Bank		062623	01-2-023200-580-000-000	Superintendent Meeting Meal- NCTE (6/8/23)		\$27.73
Sub Total						\$1,733.05
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23596	US Cellular	\$79.88	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
US Cellular		0587815909	01-2-025100-382-000-000	Director Maintenance cell phone service 6/20-7/19		\$79.88
Sub Total						\$79.88
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23597	Waste Connections of Nebraska Inc.	\$1,035.70	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Waste Connections of Nebraska Inc.		3038861T052	01-2-026200-410-000-010	disposal, hauling fees roll off		\$337.70
Waste Connections of Nebraska Inc.		3038861T052	01-2-026200-410-000-010	July garbage and recycling		\$698.00
Sub Total						\$1,035.70
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23598	Wayne Auto Parts Inc.	\$272.96	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wayne Auto Parts Inc.	7305-2023	273169	01-2-013000-350-000-000	2 wiper blades/dr. ed. veh. repair & maint.	07/03/2023	\$50.98
Wayne Auto Parts Inc.	7353-2023	273722	01-2-011000-610-001-120	took/HS ind. tech supply	07/03/2023	\$221.98
Sub Total						\$272.96
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type

2496	State Nebraska Bank	537047	23599	Wayne Herald	\$716.09	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wayne Herald		63023	01-2-023100-540-000-000	2023 Magnet		\$85.00
Wayne Herald		63023	01-2-023100-540-000-000	meeting notice and proceedings		\$313.09
Wayne Herald		63023	01-2-023100-540-000-000	state golf ad		\$88.00
Wayne Herald		63023	01-2-023100-540-000-000	state track ad		\$130.00
Wayne Herald		63023	01-2-023100-540-000-000	website ad		\$100.00
Sub Total						\$716.09

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23600	Wayne State College	\$28,000.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wayne State College		70123	01-2-021900-440-000-000	23-24 WSC facilities lease		\$28,000.00
Sub Total						\$28,000.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23601	Winners' Circle	\$85.20	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Winners' Circle	7563-2023	55162	01-2-021900-890-001-000	valedictorian/salutatorian plaques/graduation evnense misr HS	06/21/2023	\$85.20
Sub Total						\$85.20

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2496	State Nebraska Bank	537047	23602	WRS Group, Ltd.	\$341.19	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
WRS Group, Ltd.		IN43733	01-2-021300-610-000-000	activities, plaque hunter, anti choking trainer		\$341.19
Sub Total						\$341.19
Grand Total						\$535,900.98

Wayne Public Schools

Cash Summary Report June 2023

Fund	Description	Beginning Balance	Revenue	Expenditure	Ending Balance
01	General Fund	\$3,532,055.83	\$1,238,129.35	(\$1,083,562.27)	\$3,688,330.17
02	Depreciation Fund	\$109,133.15	\$377.96	\$0.00	\$109,511.11
03	Employee Benefit Fund	\$6,719.32	\$253,376.50	(\$253,121.15)	\$6,974.67
05	Activity Fund	\$218,182.45	\$4,523.18	\$30,357.60	\$192,348.03
06	School Nutrition Fund	\$408,686.85	\$44,386.78	(\$43,284.73)	\$409,788.90
07	Bond Fund	\$500,781.52	\$41,017.07	\$0.00	\$541,798.59
08	Special Building Fund	\$1,105,117.94	\$41,840.00	(\$405,568.10)	\$741,389.84
09	Qualified Capital Fund	\$407,026.94	\$45,080.39	\$0.00	\$452,107.33
Sub Total		\$6,309,517.81	\$1,664,208.05	(\$1,785,534.77)	\$6,189,896.87

Checks By Status

Sorted by Activity ID, Site ID.
From 06/01/2023 to 06/30/2023.

Activity ID Site ID	Activity Name Site Name	Check / Void Date	Vendor Name	PO Number	Description	Amount
1005	ATHLETIC					
WAYNE	WAYNE COMMUNITY SCHOOLS					
16287	Printed	06/01/2023	CROWN AWARDS		MVP medals	62.82
16288	Printed	06/01/2023	NSAA		2023-24 reg.	1,630.00
16289	Printed	06/01/2023	S & S Worldwide, Inc.		roll tickets	7.80
16303	Printed	06/12/2023	U. S. BANK		credit card purchase(s)	2,990.07
16318	Printed	06/12/2023	WINNER'S CIRCLE		engraving/trophies	175.86
16324	Printed	06/22/2023	WILDCAT LANES		Unified Bowling season	1,220.00
Total:						\$ 6,086.55
1007	BASEBALL					
WAYNE	WAYNE COMMUNITY SCHOOLS					
16290	Printed	06/01/2023	ADAM HOFFMAN		reimb./supplies	137.99
16295	Printed	06/01/2023	Hauff Mid America Sports		BA jerseys/pants	5,200.00
16303	Printed	06/12/2023	U. S. BANK		credit card purchase(s)	540.47
16305	Printed	06/12/2023	Wayne Softball Assoc.		indoor facility rent 2023-24/BA, SB	600.00
Total:						\$ 6,478.46
1010	BOYS BASKETBALL					
WAYNE	WAYNE COMMUNITY SCHOOLS					
16304	Printed	06/12/2023	ROB SWEETLAND		reimb./BB camp fees	350.00
Total:						\$ 350.00
1011	GIRLS BASKETBALL					
WAYNE	WAYNE COMMUNITY SCHOOLS					
16296	Printed	06/01/2023	Battle Creek Girls Basketball		JV GB camp, 6/2	100.00
16297	Printed	06/01/2023	Doug Brown Summer League		summer league, 6/5	600.00
16325	Printed	06/22/2023	Ponca HS Girls Basketball		camp	300.00
16326	Printed	06/22/2023	Concordia GB		camp	550.00
Total:						\$ 1,550.00
1015	FOOTBALL					
WAYNE	WAYNE COMMUNITY SCHOOLS					
16303	Printed	06/12/2023	U. S. BANK		credit card purchase(s)	79.42
Total:						\$ 79.42
1019	SOFTBALL					
WAYNE	WAYNE COMMUNITY SCHOOLS					
16305	Printed	06/12/2023	Wayne Softball Assoc.		indoor facility rent 2023-24/BA, SB	600.00
Total:						\$ 600.00

Checks By Status

Sorted by Activity ID, Site ID.
From 06/01/2023 to 06/30/2023.

Activity ID Site ID	Activity Name Site Name	Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
1020 TRACK/CROSS COUNTRY								
WAYNE WAYNE COMMUNITY SCHOOLS								
16291	Printed	06/01/2023	DALE HOCHSTEIN				reimb./meals-State TR	480.00
16292	Printed	06/01/2023	STADIUM SPORTS				apparel	472.00
16294	Printed	06/01/2023	GODFATHER'S PIZZA				pizza	560.00
16303	Printed	06/12/2023	U. S. BANK				credit card purchase(s)	106.40
16306	Printed	06/12/2023	PAC 'N' SAVE				supply	480.02
Total:								\$ 2,098.42
1025 VOLLEYBALL								
WAYNE WAYNE COMMUNITY SCHOOLS								
16292	Printed	06/01/2023	STADIUM SPORTS				apparel	1,410.00
16303	Printed	06/12/2023	U. S. BANK				credit card purchase(s)	257.00
16327	Printed	06/22/2023	WAYNE STATE COLLEGE				VB team camp, 6/23	450.00
Total:								\$ 2,117.00
1030 WRESTLING								
WAYNE WAYNE COMMUNITY SCHOOLS								
16293	Printed	06/01/2023	RUDIS				Girls WR uniforms	2,214.00
16303	Printed	06/12/2023	U. S. BANK				credit card purchase(s)	168.80
16329	Printed	06/30/2023	RUDIS				Boys WR uniforms	1,306.88
Total:								\$ 3,689.68
1515 JH W.E.B. (WHERE EVERYONE BELONGS)								
WAYNE WAYNE COMMUNITY SCHOOLS								
16303	Printed	06/12/2023	U. S. BANK				credit card purchase(s)	56.92
Total:								\$ 56.92
1535 SPEECH/DRAMA CLUB								
WAYNE WAYNE COMMUNITY SCHOOLS								
16294	Printed	06/01/2023	GODFATHER'S PIZZA				pizza	430.00
Total:								\$ 430.00
1540 STUDENT COUNCIL								
WAYNE WAYNE COMMUNITY SCHOOLS								
16313	Printed	06/12/2023	LINPEPCO - SIOUXLAND				vending machine	93.12
Total:								\$ 93.12
2034 CLASS OF 2023								
WAYNE WAYNE COMMUNITY SCHOOLS								
16308	Printed	06/12/2023	WAYNE GREENHOUSE, INC.				graduation flowers	741.00
Total:								\$ 741.00

Checks By Status

Sorted by Activity ID, Site ID.
From 06/01/2023 to 06/30/2023.

Activity ID Site ID	Activity Name Site Name	Check / Void Date	Vendor Name	PO Number	Description	Amount
4510	POWER DRIVE PROGRAM					
WAYNE	WAYNE COMMUNITY SCHOOLS					
16298	Printed	06/01/2023	GROSSENBURG IMPLEMENT		parts	178.80
16299	Printed	06/01/2023	BOMGAARS		parts	285.21
16307	Printed	06/12/2023	ACE HARDWARE & HOME		supply	3.76
16317	Printed	06/12/2023	WAYNE AUTO PARTS		supply	7.99
Total:						\$ 475.76
5512	EMPORIUM					
WAYNE	WAYNE COMMUNITY SCHOOLS					
16303	Printed	06/12/2023	U. S. BANK		credit card purchase(s)	110.55
Total:						\$ 110.55
5515	GRADES K-6					
WAYNE	WAYNE COMMUNITY SCHOOLS					
16300	Printed	06/01/2023	KARA HEITHOLD		reimb./supply	50.00
16301	Printed	06/01/2023	EMILY SIMS		reimb./supplies	28.65
16302	Printed	06/01/2023	Teacher Created Resources		supply	27.97
16303	Printed	06/12/2023	U. S. BANK		credit card purchase(s)	234.84
16314	Printed	06/12/2023	LINPEPCO - SIOUXLAND		vending machine	68.64
16315	Printed	06/12/2023	Lyrics2Learn, LLC		subscription renewal	510.00
16316	Printed	06/12/2023	POWER SPELLING, INC.		subscription	770.00
16328	Printed	06/22/2023	AMAZON CAPITAL SERVICES		bulletin bd./white bd.	608.30
Total:						\$ 2,298.40
5520	HS LIBRARY					
WAYNE	WAYNE COMMUNITY SCHOOLS					
16309	Printed	06/12/2023	WAYNE HERALD		HS libr. subscription	48.00
Total:						\$ 48.00
5530	MUSICAL					
WAYNE	WAYNE COMMUNITY SCHOOLS					
16310	Printed	06/12/2023	TRACY ANDERSON		reimb./supplies for Musical	227.10
16311	Printed	06/12/2023	Jackie Ruzicka		musical set design	550.00
16312	Printed	06/12/2023	CAROLYN HARDER		musical props/stage design	550.00
Total:						\$ 1,327.10
5536	STUDENT ASSISTANCE					
WAYNE	WAYNE COMMUNITY SCHOOLS					
16303	Printed	06/12/2023	U. S. BANK		credit card purchase(s)	247.00
Total:						\$ 247.00

Checks By Status

Sorted by Activity ID, Site ID.
From 06/01/2023 to 06/30/2023.

Activity ID Site ID			Activity Name Site Name				Amount
Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description		
<hr/>							
5537	SPED - TRANSITION (FORMERLY RESOURCE)						
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WAYNE	WAYNE COMMUNITY SCHOOLS						
16306	Printed	06/12/2023	PAC 'N' SAVE		supply	66.97	
						Total:	\$ 66.97
<hr/>							
5544	STAFF SUPPORT SERVICES						
<hr/>							
WAYNE	WAYNE COMMUNITY SCHOOLS						
16306	Printed	06/12/2023	PAC 'N' SAVE		supply	500.75	
						Total:	\$ 500.75
<hr/>							
5600	STUDENT FEE FUND						
<hr/>							
WAYNE	WAYNE COMMUNITY SCHOOLS						
16319	Printed	06/13/2023	Ana Gonzalez		drivers ed refund/Daevin C.	212.50	
16320	Printed	06/13/2023	Cecelia Ixtuque Ordenez		drivers ed refund/Jenny Mach I.	100.50	
16321	Printed	06/13/2023	LINDSEY KNUTSON		drivers ed refund/anonymous(J.M.I.)	112.00	
16322	Printed	06/13/2023	Cecelia Ixtuque Ordenez		drivers ed refund/R. Tum Raymundo	212.50	
16323	Printed	06/13/2023	David Bohnert		drivers ed refund/A. Bohnert	275.00	
						Total:	\$ 912.50
						Report Total :	30,357.60

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 "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.

(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 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.

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: July 13, 2020

**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

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

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MEMORANDUM

To: Bill Heimann, ESU 1 Administrator
From: Perry Law Firm
Date: June 5, 2023
RE: School District Annual Policy Service Update

A. REQUIRED POLICY UPDATES

1. **Policy 1101 - Use of School Facilities: Student Groups**– LB 805 was amended into Section 126 of LB 705. LB 805 requires schools to allow designated youth organizations the opportunity to provide information to students at school. The update to Policy 1101 incorporates these new requirements.

2. **Policy 5004 – Full-time and Part-time Enrollment & Policy 5103 – Extracurricular Activity Discipline** – LB 705 revised the part-time enrollment and extracurricular activity eligibility laws. Generally, part-time students now have more flexibility to participate in the public school district’s extracurricular activity program. The updates to 5004 and 5103 incorporate these new changes.

3. **Policy 5006, Resolution, and Sample Letter** – Sections 55 through 57 of LB 705 revamp Nebraska’s option enrollment laws for special education students. Under these new laws, a District generally cannot declare its entire special education program to be at capacity. Instead, a District must review and assess an option student’s needs on a case-by-case basis and make an individualized determination of whether the District has the capacity to provide the needed services or accommodations to that student. The updates to Policy 5006, the Capacity Resolution, and Sample Letter reflect these updates. Boards should plan to include these new changes when reviewing and approving the capacity resolutions for option students. LB 705 requires the Resolution be adopted by October 15th of each school year. In addition, two main areas of Policy 5006 are highlighted to draw attention to optional parts of the Policy. If your Board wants to keep or alter one (or neither) optional provision, you can remove or alter the other (or both) optional provisions.

4. Policy 5101 – Student Discipline – LB 705 includes a number of significant changes to Nebraska’s Student Discipline Act, including:

- A. No pre-kindergarten through second grade student may be suspended from school, unless they bring a deadly weapon to school, in a school vehicle, or to a school activity;
- B. Students cannot be compelled to attend an alternative education program to complete homework or coursework;
- C. Shorter timeframes for the administration’s investigation of alleged student misconduct; and
- D. Significant changes to the expulsion/long-term appeal process (which does not need to be in formal board policy but will require administrators to learn these new rules for the 2023-2024 school year).

5. Policy 5102 – Alternative Education – LB 705 revised the alternative education requirements for expelled students. The update to Policy 5102 incorporates these new changes.

6. Policy 5205 – Graduation – Prior to this session, the Legislature enacted LB 452 and LB 1112 that required financial literacy coursework prior to a student’s graduation. These requirements become effective during the 2023-2024 school year, so Policy 5025 has been updated to reflect the new financial literacy requirement.

7. Policy 6212 – Assessments—Academic Content Standards – The State Board of Education has updated Language Arts and Mathematics content standards. The updated Policy reflects the accurate dates of the new content standards.

8. Policy 6215 – Collection of Information Relating to Dyslexia– This session, LB 298 was signed into law. LB 298 requires public school districts to submit information about student dyslexia to NDE. NDE will collect that data and provide a report to the Legislature about dyslexia in public schools. This data must be provided to NDE by July 1st each year. To ensure that the Board complies with this new reporting requirement, we have added Policy 5602.

9. Policy 6284 - Initiations, Hazing, Secret Clubs and Outside Organizations – LB 705 (via LB 805) repealed Neb. Rev. Stat. § 79-2,103. This statutory reference has been removed from Policy 6284.

10. Policy 6600 – Special Education – There are several updates to the general special education policy to conform with recent developments and interpretations about special education law and a public school’s obligations.

11. Policy 6700 – Firearm Policy – LB 77 was one of the first bills signed into law this session. LB 77 expanded conceal carry rights but still prohibits concealed firearms on school grounds. The update to Policy 6700 clarifies that concealed firearms cannot lawfully be possessed on school grounds, with limited exceptions. Schools may (but are not legally required to) also choose to post notices at school to alert members of the public that concealed firearms are not permitted on school property.

12. Policy 6921 – Seizure Safe Schools – Last year, LB 639 required schools to develop plans for students with seizure disorders. This past 2022-2023 school year has resulted in confusion about who needs to be trained and how staff need to comply with the law. To ensure the Board is in compliance with the Seizure Safe Schools Act, we recommend adopting Policy 6921.

13. Policy 6930 – Behavioral Points of Contact – Last year, LB 852 passed to require schools to designate behavioral points of contact. To ensure compliance with this law, Policy 6930 confirms the District’s obligations in policy. In addition, Section 4 of LB 705 from this session slightly modifies these requirements. Note that LB 705 also requires behavioral awareness points of contact are required to be listed on the school’s website and in the student handbook.

14. Policy 8130 – Annual Organizational Meeting – Neb. Rev. Stat. §§ 576, 577, and 578 require the Board to appoint a secretary. These statutes also identify the secretary’s duties and responsibilities. In some districts, the appointment of the board secretary has differed from the appointment of the recording secretary (the person who takes notes). To avoid this confusion, we have clarified this potential distinction in Policy 8130.

B. OPTIONAL POLICY AND/OR HANDBOOK UPDATES

1. Policy 4171 – Resignation of Certificated Employees – With the ongoing teacher shortage, more and more school boards look to hold teachers to their contracts. Under state statute, a certificated employee cannot simultaneously be under multiple contracts with different districts. State law also allows a district to impose a deadline for certificated employees to indicate their intent to return to work for the district. However, not all districts have been as diligent as they should about establishing these deadlines or clearly articulating the process for certificated employees to request a release from their contract. As a result, to better clarify the district’s position on requests for releases, we recommend adopting Policy 4171.

2. Policy 5602 – Naloxone – Some schools have begun storing Naloxone (Narcan) in their school buildings. A sample policy is provided if your Board would like to formally approve allowing Naloxone in schools.

3. Policy 6288 – Artificial Intelligence – The use of artificial intelligence (like ChatGPT) is certainly on the rise. School boards have the option to adopt a policy to specifically address how students may incorporate artificial intelligence without violating the District’s plagiarism rules.

4. Telehealth Appointments at School. This past year, a number of school districts fielded requests from parents to allow their student to be excused from class to participate in a private telehealth/teletherapy appointment at school. In these situations, schools have the discretion to allow (or not) these appointments at school during the school day. On the one hand, these appointments may allow similar to doctor visits where a student would be excused. On the other hand, questions about supervision, parent involvement, and other privacy concerns may disfavor allowing these private sessions at school. There is no legal requirement that a school have a policy on this issue, but it is worth thinking through how your district will respond to and handle these requests. At a minimum, if your district plans to allow these private appointments at school, you should secure a written consent form from the student's parents or guardians.

5. Name, Image, and Likeness Rulings. Effective February 27, 2023, the NSAA implemented Approved Rulings to outline NSAA's NIL rules for Nebraska student-athletes. Given how fluid the NIL landscape continues to be, and the fact that NSAA Approved Rulings are traditionally not included in School Board Policy, we have not added a NIL Policy to our policy updates. Nonetheless, Activities Directors, Coaches, and students should be aware of these Rulings to ensure compliance with these NIL requirements.

6. Banning Cell Phones in Classrooms. Multiple school districts have reached out to inquire about any handbook or policy language to ban cellphones in classrooms. To be clear: prohibiting cell phones in classrooms is a lawful option for schools to consider. However, there have been practical issues in some districts in defining a "cell phone." For instance, are smartwatches covered? Are all cell phones prohibited or just smartphones? Will tablets or other gaming devices also be banned? It can be difficult for administrators to make these determinations without clear direction in the student handbook or policy. We are happy to work with your district on a "no cell phone" rule, though this type of rule generally needs to be carefully planned and crafted to address the specific goal of eliminating distractions during class time.

7. Book Challenges. Every District should have a Board Policy to address challenges to (1) materials in the curriculum; and (2) materials in the library. In light of the increasing book challenges, boards should review their policies this summer to ensure that they are comfortable with their processes during this upcoming school year. In particular, the District needs to follow its policy when considering the removal of a challenged book to avoid future legal troubles. This continues to be difficult issue for school boards, who, on the one hand, have been sued for refusing to remove books and, on the other hand, have been publicly admonished by the Office of Civil Rights for removing books.¹ In the end, the best approach is to ensure that Board Policy outlines a prudent approach to book challenges and to follow that Policy carefully.

¹ "U.S. Department of Education's Office for Civil Rights Resolves Investigation of the Removal of Library Books in Forsyth County Schools in Georgia," <https://www.ed.gov/news/press-releases/us-department-educations-office-civil-rights-resolves-investigation-removal-library-books-forsyth-county-schools-georgia>

8. Flags and Displays in Classrooms. School districts in other parts of the country received increased notoriety for situations involving teachers displaying controversial flags or other displays in their classrooms. As a general rule, staff do not have a First Amendment right to express their personal political opinions as a school employee. However, if the school allows one political viewpoint in the classroom, then the school must usually allow the other “side” of the issue. This came to a head in a different state, where one teacher displayed a “Blue Lives Matter” flag in protest of other teachers hanging “Black Lives Matter” flags in their classrooms. If your district would rather avoid flags or political displays entirely, you could adopt a policy or staff handbook rule that limits displays to specified criteria, such as those directly related to the curriculum, the American Flag, and so forth.

9. Coffee Act Policy. Neb. Rev. Stat. § 13-2203 allows school boards to expend public funds for “plaques, certificates of achievement, or items of value awarded to elected or appointed officials, employees, or volunteers, including persons serving on local government boards,” so long as the board adopts a policy that “sets a dollar limit on the value of any plaque, certificate of achievement, or item of value to be awarded.” This amount cannot be amended more than once in any twelve-month span. Most Board Policies list \$50.00 as their District’s “amount.” With inflation and the increasing cost of goods, Boards may want to consider increasing this amount as part of their policy updates. (There is no minimum or maximum amount listed in statute.)

10. Employee Relationships. Several unfortunate personnel matters this year involved supervisor-subordinate relationships in the workplace. In most of these cases, the relationship was not disclosed until the relationship ended and the subordinate reported harassment and/or retaliation by their supervisor. In light of these instances, it would be worth discussing whether your board should adopt a policy or provision in the staff handbook that requires supervisors to disclose relationships to the Superintendent or, in the case of the Superintendent, the Board of Education. The requirement to disclose relationships can, of course, be a very sensitive subject, especially in smaller districts.

C. OTHER CONSIDERATIONS

1. New FLSA and FMLA Posters. In April 2023, the United States Department of Labor updated both the FLSA and FMLA posters. Copies of the new posters are attached. Current FLSA and FMLA posters should be replaced with these updated versions. If a copy of either poster is included in your staff handbook, you will want to update your handbook to reflect the new posters.

2. New EEOC Poster. Earlier this year, the EEOC updated its mandatory “Know Your Rights” poster. Schools should replace their current poster with this attached, updated version.

3. Future Student Dress Code Changes. LB 298 (signed into law this session) includes future changes to school dress codes. As background, the ACLU released a “report” earlier this school year criticizing school dress codes.² That “report” evidently generated interest in the Legislature about the need for schools to review and update their dress codes. In response, the Legislature, via LB 298, required NDE to prepare and, by December 1, 2024, distribute a “model” dress code and grooming policy. Every public school district then has until July 1, 2025 to adopt a dress code and grooming policy (based on NDE’s “model” policy) to be effective during the 2025-2026 school year. As a result, there is no student dress code policy update at this time, but there will be in the coming years. Boards may still want to review their dress code to see if it needs updating before the 2023-2024 school year.

4. LB 705. LB 705 passed this session as the Education Committee’s “Christmas Tree” bill because LB 705 incorporated roughly 24 other bills. Governor Pillen signed LB 705 into law on June 1, 2023. LB 705 includes several required policy updates (as noted above) this year and will require future policy updates. Other legal considerations from LB 705 include the following:

A. Beginning in the 2026-2027 school year, each administrator, teacher, paraprofessional, school nurse, and counselor must receive “behavioral awareness training” at least once every three years. (LB 705, § 3).

B. By January 15th of each school fiscal year, school districts may apply for a larger reimbursement from the State for special education expenses. (LB 705, § 41)

C. School districts are “encouraged” to adopt “policies incentivizing teacher recruitment and retention” similar to the new Teacher Recruitment and Retention Act. It is not clear what those policies would look like, and any such policy would need to be tailored to avoid violating the applicable negotiated agreement. (LB 705, § 47).

D. Create a competitive grant program to help schools fund security-related infrastructure projects, such as surveillance equipment, door-locking systems, and double-entry doors for school buildings. (LB 705, § 124).

E. The computer science and technology requirements were delayed, and additional flexibility was granted to schools to structure this requirement. (LB 705, § 101).

F. Additional flexibility for individuals to obtain a temporary teaching certificate. (LB 705, § 88).

G. Beginning in the 2024-2025 school year, all students must complete the FAFSA to graduate high school, with several exceptions. (LB 705, § 79).

² <https://www.aclunebraska.org/en/grading-nebraskas-dress-codes>.

H. A repeal of the textbook loan program for school districts. Instead, beginning July 1, 2024, NDE will take over this program. (LB 705, § 80).

I. By August 1, 2025, each school district must adopt a policy relating to behavioral intervention, behavioral management, classroom management, and removal of a student from a classroom. (LB 705, § 78).

J. During the 2023-2024 school year, every school employee who interacts with students must receive at least one hour of “behavioral and mental health training with a focus on suicide awareness and prevention training each year.” (LB 705, § 77).

5. Title IX Regulations. The United States Department of Education previously anticipated releasing new, proposed Title IX regulations this spring. However, the Department recently announced that the proposed regulations would not become public until this fall. As a result, no changes to Title IX-related policies are required at this time. Depending on the content of the new regulations, there may be updates next year.

6. NDE Rule 23 Repeal. In May 2023, Governor Pillen signed the official repeal of NDE Rule 23. Rule 23 generally required new teachers to pass a basic skills assessment before obtaining their teaching certificate. It does not appear that the repeal of Rule 23 will directly apply to any local school board policies, but we wanted to bring this to your attention.

7. Written Procedures for Foster Care Students. During recent audits, NDE has asked for written procedures for the transportation of foster care students. The Every Student Succeeds Act requires these procedures. This summer would be a good time to review your procedures to make sure they are accurate.

8. Federal Pregnancy Laws. The recently passed federal omnibus funding bill contains two new employment laws, including:

(A) Pregnant Workers Fairness Act. The Act requires employers to provide reasonable accommodations for pregnancy/childbirth-related limitations.

Nebraska’s nondiscrimination laws already include protections, so the PWFA does not add any significant changes for Nebraska schools. (See Nebraska law 48-1102 (“Reasonable accommodation, with respect to pregnancy, childbirth, or related medical conditions, shall include acquisition of equipment for sitting, more frequent or longer breaks, periodic rest, assistance with manual labor, job restructuring, light-duty assignments, modified work schedules, temporary transfers to less strenuous or hazardous work, time off to recover from childbirth...”).

(B) “Providing Urgent Maternal Protections for Nursing Mothers Act” (or the “PUMP for Nursing Mothers Act.”) The FLSA was amended in 2010 to require employers to provide reasonable break time as needed and a private place, other than a bathroom, for nursing mothers to express breast milk for one year following a child’s birth. 29 U.S.C. § 207. This requirement, however, applied only to non-exempt employees. The PUMP Act expands the breastfeeding accommodations to include exempt, as well as non-exempt, employees.

Nebraska law 20-170 gives mothers the right to express milk wherever they want, and Nebraska law 48-1102 requires employers to give employees "break time and appropriate facilities for breast-feeding or expressing breast milk." As a result, the PUMP Act will also not result in a significant change for Nebraska schools.

9. Executive Order on Broadband Security. On February 22, 2023, Governor Pillen signed an Executive Order to prohibit the State from contracting or funding any program that generally uses any equipment or services on the Federal Communications Commission’s “Covered List.” The Governor’s stated intent behind the Executive Order was to prevent the State of Nebraska and its contractors from using equipment and services under the control of the Chinese Communist Party. It would be worthwhile for school district’s technology departments to investigate this summer whether any of the school’s equipment or services falls under the Covered List, and whether those services or equipment need to be discarded or replaced under the Executive Order.

10. LB 583. The Governor signed LB 583 into law on May 31st. Section 10 of LB 583 requires that, beginning in the 2023-2024 school year, every school district to submit a report to NDE that includes: (1) “the amount by which the school district reduced its property tax request for such school fiscal year, if any such reduction occurred;” and (2) “other information as required by the department.” The text of LB 583 does not specify what “other information” will be required, nor does the new law specify the deadline for submitting this report.

11. LB 644 (the “Postcard Bill”) Updates. Last year, LB 644 became effective and caused significant confusion. Of note, the new law was not interpreted consistently across counties, there were practical issues with printing the correct information on the postcards, and practical issues arose with LB 644’s tight timing requirements. After this first year, some in the Legislature promised to address these concerns. LB 529 (merged into LB 727—another “Christmas Tree” bill) made an effort to address some of these problems. It is not clear how the new state funding model will affect the need for LB 644 hearings moving forward (especially after this first year), but Section 49 of LB 727 incorporates the following changes to the postcard hearing process:

A. Amounts levied to pay bond payments are not included in the calculation of levy increase;

B. At least one elected official must attend the joint public hearing. A designated representative (such as the Superintendent) may also attend and provide information.

C. A quorum of the board attending the joint public hearing does not constitute a “meeting” under the Open Meetings Act.

12. Open Meetings Act Poster. There do not appear to be any changes to the Open Meetings Act this year. However, as a reminder, the Open Meetings Act requires “the current version of the Open Meetings Act” be available during board meetings. The Open Meetings Act was last updated in 2022. This would be a good time to make sure that your poster contains the current version of the Open Meetings Act.

13. Required Annual Hearings. One common question we receive every summer relates to the legally required hearings that the Board of Education needs to hold annually. Per the statutes identified below, a school board is required to review or hold a hearing on the following each year:

- A. Parental Involvement Policy (§ 79-533);
- B. Parental and Family Involvement Policy (Title 1) (ESSA);
- C. Bullying Policy (§ 79-2,137);
- D. Attendance Policy (§ 79-209);
- E. Multicultural Policy (§ 79-721);
- F. Student Discipline Policy (and what will be referred to the law enforcement) (§ 79-262); and
- G. Committee on American Civics (not necessarily a full board hearing, but at least two public meetings must occur annually, with at least one allowing public testimony) (§ 79-724).

The summer months are a great time to hold these required hearings.

As always, please let us know if you have any questions or concerns.

Community RelationsUse of School Facilities: Student Groups

1. Access by Youth Organizations. The District will allow, upon request, a representative of a recognized youth organization to provide: (1) oral or written information to students regarding the youth organization and how such youth organization furthers the educational interests and civic involvement of students in a manner consistent with good citizenship; and (2) services and activities to any student who is a member of such youth organization. A “recognized youth organization” is limited to those group listed in 36 U.S.C. Subtitle II, Part B. Each requesting youth organization will be permitted to provide information at school at least once during each school year. The administration will make a good faith effort to find a mutually agreeable date, time, and location for each requesting youth organization, though the administration shall have the ultimate authority to select the date, time, and location for any requesting youth organization. Under no circumstances will any requesting youth organization be permitted to provide oral information to students during instructional time, unless previously approved by the Superintendent or Superintendent’s designee. Every representative from a requesting youth organization must submit to, at the organization’s cost, a background check. The Superintendent or Superintendent’s designee may refuse to allow an individual to be on school grounds if the individual's background check discloses a prior felony conviction or if, in the Superintendent’s discretion, the background check otherwise reveals concerns about student safety. Nothing in this Paragraph preempts or undermines any provision of the District’s Parental Involvement Policy.

2. Equal Access to Student Groups. In the event any of the secondary schools (grades 6-12) have a limited open forum as defined in the Equal Access Act, such school(s) shall not deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. A limited open forum for this purpose exists if the secondary school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during noninstructional time.

All such student meetings at school are subject to the following requirements:

- a. the meeting must be voluntary and student-initiated;
- b. there must be no sponsorship of the meeting by the school or its agents or employees;
- c. employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- d. the meeting must not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- e. non-school persons may not direct, conduct, control, or regularly attend activities of the student group.

The administration shall in all respects maintain the District in compliance with the Equal Access Act.

3. Equal Access to Outside Groups Meeting at School. If the District provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours, the District shall make that opportunity available to other similarly situated groups. The administration shall in all respects maintain the District in compliance with the Equal Access Act.

Link to Federally Recognized Organizations:

<https://www.law.cornell.edu/uscode/text/36/subtitle-II/part-B>

Legal Reference: 20 U.S.C. Section 4071-4074 (Equal Access Act)
20 U.S.C. Sec. 7905 (Boy Scouts of America Equal Access Act) & 34
CFR Part 108
LB 705, § 126.

Date of Adoption: July 10, 2023

Students

Full-time and Part-time Enrollment

Full-time Enrollment

Students must be enrolled in Wayne Community Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public-school system.

Exceptions are permitted only for:

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

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

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

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in Wayne Community Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.
- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

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

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1st preceding the school year the student wishes to enroll.
 - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
 - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1st.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.
5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

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

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Students may not enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
2. Capacity Limits. Enrollment will ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will not ordinarily not be available for non-public school students.
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
5. Selection of Courses. Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of this Policy, non-public school students may select their courses.

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except

where appropriate to reflect their part-time status.

2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students.
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required by law. Full-time students will be given first consideration for parking on the high school campus.
8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.

9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. Any student covered by this subsection must enroll in five credit hours through the District in any semester. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Reference: Neb. Rev. Stat. Sec. 79-2,136 and Sec. 79-526
LB 705, § 75
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: July 10, 2023

StudentsOption EnrollmentA. Process and Time Lines to Option In

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

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

Provisions for Waiver of Application Deadline:

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

B. Rejection of Applications; Reasons

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

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

2. Timeliness: An option enrollment application shall be rejected in the event the application is not filed on or before the April 1st immediately preceding the school year in which enrollment is sought, and the filing deadline has not been waived.
3. Previous Option Enrollment: An option enrollment application shall be rejected in

the event the student has previously filed an option enrollment application for enrollment in any School District and has had such application accepted, unless a statutory exception to the “one-time” rule is applicable to the student’s circumstance.

4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent’s designee, or the School District determines: The application is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including “previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings” and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Priority of Acceptance

Priority shall be accorded in the following order: (1) first, to those applications required to be given priority by law, (2) second, to those with a sibling in attendance at Wayne Community Schools, with priority within this group being given to those who had earliest filed applications, and (3) third to those without an option student sibling in attendance at [Name] Public Schools, with priority within this group to those who had earliest filed applications.

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

D. Determination of Capacity

The School District will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix “1” to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee.

E. Releases for Options Out

A request for release of a resident student of the Wayne Community School District who submits an enrollment option application after March 15 or any other statutory deadline will be

granted unless the release shall not be granted if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent's designee is hereby authorized to execute such releases on behalf of the School District and the School District, subject to subsequent ratification by the School District.

F. Notification of Acceptance or Rejection

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

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

G. Applications Subsequent to Relocations or Mergers

An option enrollment application does not require a release and shall be accepted or rejected within forty-five days after filing in the following circumstances:

1. the student relocated to a different resident school district after February 1, or
2. the student's option school district merged with another district effective after February 1, and
3. the application is for attendance during the immediately following and subsequent school years.

H. Status of Option Student

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

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided in the following circumstances:

1. The Wayne Community School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option

student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.

2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.
3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

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

As part of the option enrollment program, the administration shall make information about the Wayne Community Schools and its school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

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

Date of Adoption: July 10, 2023

RESOLUTION

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

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

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

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

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

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

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

DATED this ____ day of _____, 20__.

WAYNE COMMUNITY SCHOOLS

By: _____
President

Attest: _____
Secretary

Appendix “1” to Option Enrollment Policy

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

PROGRAM	PROGRAM CAPACITY	PROJECTED ENROLLMENT	NO. OF OPTION STUDENTS
Kindergarten	75	65	10
First	75	75	0
Second	75	66	9
Third	75	55	20
Fourth	90	87	3
Fifth	80	57	23
Sixth	80	75	5
Building Capacity, Elementary	<u>545</u>	<u>473</u>	<u>91</u>
Seventh	90	73	17
Eighth	90	71	19
Building Capacity, Middle School Attendance Center	<u>180</u>	<u>144</u>	<u>23</u>
Ninth	100	86	14
Tenth	100	62	38
Eleventh	100	61	39
Twelfth	100	83	17
Building Capacity, Sr. High School Attendance Center	<u>400</u>	<u>292</u>	<u>108</u>

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

Appendix reviewed by Wayne Board of Education – March 14, 2022

StudentsStudent Discipline

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

The following process will apply to short-term suspensions:

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

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

programs for expelled students in order to complete classwork or homework.

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

Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

- h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.
4. **Emergency Exclusion:** A student may be excluded from school in the following circumstances:
 - a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
 - b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing 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.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions,

after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
 3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
 4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
 6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
 7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products,

- tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
 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. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
 14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
 15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
 16. Willfully violating the behavioral expectations for riding school buses or vehicles.
 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 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.

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

- D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a

vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or 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.

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

indecent, 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 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. Electronic Devices

- a. Philosophy and Purpose. The District 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.
 - (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.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device

shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(ii) **Second Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) **Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) **Penalties for Prohibited Use of Electronic Devices:** Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

(4) **Reporting to Law Enforcement:** Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.
- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
- 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: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
- 1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
 - 2. Students in the hallway during class time must have a pass with them.
 - 3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
 - 4. Students are expected to bring all books and necessary materials to class. This includes study halls.
 - 5. Assignments for all classes are due as assigned by the teacher.
 - 6. Students are not to operate the mini-blinds or the windows.
 - 7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
 - 8. Students are to be in their seats and ready for class on the tardy bell.
 - 9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
 - 10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
 - 11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
 - 12. Snow handling is prohibited.

G. Law Violations

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

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

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

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

Date of Adoption: July 10, 2023

StudentsAlternative Education Programs or Plans For Expelled Students

In the event action is being taken to expel a student from this school district, the Administration may offer the student an alternative school, class, or educational program (hereinafter referred to as an "alternative program"); or (2) the development of a plan of behavior modification, educational objects, and financial resources and community programs available to meet the behavioral and educational objects, and monthly reviews to assess the student's progress toward meeting the specified goals and objects. An expelled student may not be required to attend the alternative program.

A. ALTERNATIVE EDUCATION PROGRAM:

The Superintendent or Superintendent's designee is hereby granted the authority to arrange and plan for a student's alternative educational program, based on the available resources and student's individual circumstances.

B. EDUCATION PLAN PROGRAM:

If the administration elects not to provide an alternative education program, or if a student declines to participate in the alternative education program, the following procedures shall be followed:

(1) A conference shall be called by a school administrator and held to assist the district in the development of a plan with the participation of a parent or a legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice.

(2) The plan shall be in writing and adopted by a school administrator and presented to the student and the parent or legal guardian.

(3) The plan shall:

(a) Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided,

(b) Identify educational objectives that must be achieved in order to receive credits toward graduation,

(c) Specify the financial resources of the community programs available to meet both the educational and behavioral objects identified, and

d) Require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

The school district shall submit such plan on the form "Section 79-266(2) Plan" attached to this policy as Appendix "1".

Legal Reference: Neb. Rev. Stat. Sec. 79-266
NDE Rule 17

Date of Adoption: July 10, 2023

SECTION 79-266(2) PLAN

Student: _____

Date and Participants: _____

(List parent or legal guardian, school representative, and community or agency representative)

(a) Guidelines and Consequences for Behaviors

The student has been recommended for expulsion for conduct as specified in correspondence and memoranda recently provided to the student and the student's parents or guardian. This conduct has had the effect of preventing the student from achieving the desired benefits from the educational opportunities provided. The student is expected to conform his conduct to the school rules for which he has been recommended for expulsion and all other established school rules. Further disciplinary measures, including possible future expulsions, can result from future violations of such behavioral guidelines and expectations.

(b) Educational Objectives

In order to graduate, the student needs to receive the credits listed in Attachment "A", subject to future modifications in graduation requirements.

(c) Financial Resources and Community Programs Available

The financial resources and community programs available to meet the educational and behavioral objectives identified in this plan include school resources (e.g., upon return from the recommended expulsion, counseling with the school counselor, and meetings with the school administration and teachers) and community organizations which assist young people (e.g., civic organizations, local college and university programs, and community college programs).

(d) Monthly Reviews & Other

During the period of the expulsion, the student shall be required to attend monthly reviews with the Principal or designee to assess the student's progress toward meeting the specified goals and objectives. The student shall be responsible for contacting the named school official to schedule the monthly meetings. (Attach separate sheet for any additional information or terms of plan).

Dated this _____ day of _____, 20___, adopted by the school administrator after a conference held to assist the district in the development of the plan with the participation of a parent or legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved in juvenile justice, and presented to the student and parent or legal guardian at the conference prior to the student being expelled in accordance with law.

Adopted by _____
[Administrator]

Attachments: Attachment "A" (academic credits needed to graduate or other, if applicable)

StudentsGraduation

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. Students who graduate from Wayne Community Schools must accumulate 225 hours. The total graduation requirements must include the following core curriculum:

Language Arts	40	credit hours
Science	30	credit hours
Mathematics	30	credit hours
Social Studies	30	credit hours
Physical Education	10	credit hours
Fine Arts	10	credit hours
Computer Science & Technology	5	credit hours
Personal Finance	5	credit hours
Total Hours Required	160	credit hours
Total Elective Hours	65	credit hours

Graduation requirements for special education students, HAL, and students on 504 plans will be in accordance with the prescribed course of study in their plan.

Each student's IEP will include a statement of the projected date of graduation at least 12 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

Legal Reference: Neb. Rev. Stat. § 79-729
Neb. Rev. Stat. Sec. 79-3003
NDE Rule 10

Date of Adoption: March 8, 2021

Date of Revision: July 10, 2023

StudentsCollection of Information Relating to Dyslexia

The District will collect and maintain the following information relating to dyslexia during each school year:

- (1) Testing for a specific learning disability in the area of reading, including tests that identify characteristics of dyslexia and the results of such tests;
- (2) The number of students identified as having a reading issue, including dyslexia, pursuant to the assessment administered under the Nebraska Reading Improvement Act and Policy 6213;
- (3) The number of students identified in Paragraph (2) that have shown growth on the measure used to identify the reading issue; and
- (4) All other data required by law and/or the District's special education obligations.

By July 1st of each year, the District will provide the Nebraska State Department of Education with information collected about dyslexia, as requested by the Department.

Any student or parent/guardian with questions or concerns about dyslexia are encouraged to contact the District's Director of Special Education.

Legal Reference: LB 298 (2023)

Date of Adoption: July 10, 2023

InstructionInitiations, Hazing, Secret Clubs and Outside Organizations

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.

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.

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.

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.

Legal Reference: Neb. Rev. Stat. Sections 79-2,101 to 79-2,102
Student Discipline Act, Neb. Rev. Stat. Sections 79-254 to
79-296
Neb. Rev. Stat. Sections 28-311.06 to 28-311.07

Date of Adoption: July 10, 2023

InstructionSpecial Education

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

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

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District, including children with disabilities who have been suspended or expelled, from date of verification through the school year in which the child is no longer eligible or the student reaches twenty-one (21) years of age, whichever occurs earlier. An Individualized Education Plan ("IEP") will be created for each such child that will enable the student to make progress appropriate in light of the student's unique circumstances.

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

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities, [through the school year in which the child reaches age twenty-one](#), have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children from birth [through the school year in which the child reaches](#) ~~to~~ age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated. A practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will implement multiple methods to provide parents, guardians, and community members with information regarding how to refer a child for an evaluation and the identification process and will publish an annual notice of any significant

activity that is designed to identify, locate, or evaluate children to publicly notify parents, guardians, or appointed surrogates. The District's child find process will be consistent with Federal and Nebraska regulations. Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Pre-Referral Interventions

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

5. Disability Verification and Eligibility

Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and Federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with Federal and Nebraska requirements that will be provided to the parent, guardian, or appointed surrogate. When a child is not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.

Legal Reference: 92 NAC 51-006.03; 92 NAC 51-006.04B through 006.04N;

6. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007 by teams that will include all roles identified within Federal and Nebraska rules. Any draft of an IEP that is developed will not be considered final until it is reviewed and revised based on the team, including the parent, guardian, or appointed surrogate, input, and consensus. The district will make reasonable efforts to obtain informed consent from the parent, guardian, or appointed surrogate for special education placement on the IEP form before services are initiated. Revocation of consent for services must be documented by the parent, guardian, or appointed surrogate in writing.

Legal Reference: 92 NAC 51-007

7. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, [through the school year in which the child reaches age twenty-one](#), including children in public or private institutions or other care facilities, are to be educated with children who are not disabled. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use

of supplementary aids and services cannot be achieved satisfactorily (the “Least Restrictive Environment Rules”). The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.

Legal Reference: 92 NAC 51-008.01

8. Procedural Safeguards

Children with disabilities and their parents, guardians, or appointed surrogates shall be afforded the required procedural safeguards. Parents, guardians, and appointed surrogates will be given a copy of their procedural safeguards annually or upon initial referral or parental (parent, guardian, or appointed surrogate) request for evaluation; upon request by a parent, guardian, or appointed surrogate; upon receipt by the school district or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016.

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

9. Disciplinary Removal of Children with Disabilities

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension as long as those removals do not constitute a change of placement. The District defines a change of placement as it is defined under 92 NAC 51-016. ,for no more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement. If a student with a disability violates a code of student conduct, the sThe school district will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement has occurred. ,as defined in Federal and Nebraska rules, is appropriate for the student. Change of placement decisions related to disciplinary removals will be consistent with Federal and Nebraska regulations. Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the school district, the parent, and relevant members of the student’s IEP shall conduct a manifestation determination pursuant to 92 NAC 51-016. If the conduct which gave rise to the violation of the school code is determined to be a manifestation of the student’s disability, any change of placement for the student will only be made by a student’s IEP team.– For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child’s disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Legal Reference: 92 NAC 51-016

10. Evaluation, Identification, and Reevaluation Procedures

Children with disabilities shall be evaluated, identified, and reevaluated by a team of multidisciplinary qualified professionals in accordance with 92 NAC 51-006. The MDT of a child suspected of having a specific learning disability shall include the additional requirements in accordance with 92 NAC 51-006.04K. The District will make reasonable efforts to obtain written

permission for evaluation in accordance with Federal and Nebraska rules. Revocation for consent for evaluation must be documented by the parent, guardian, or appointed surrogate in writing.

The documented results of the evaluation will be provided to parent, guardian, or appointed surrogate and included in student files. All evaluation components will be at district expense. The District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The district will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. The parent, guardian, or appointed surrogate will be given written notice of the District's decision to either move forward with the Independent Educational Evaluation or to initiate a hearing to determine the appropriateness of the evaluation. If the District agrees to move forward with the evaluation, locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent, guardian, or appointed surrogate from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent, guardian, or appointed surrogate with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

11. Confidentiality of Personally Identifiable Information

A system of safeguards will be implemented to protect the confidentiality of student records and information in accordance with law.

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

12. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) will be appropriately evaluated, identified, and have services under Part B of the IDEA by age 3 in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part C of the IDEA may continue to receive Part C services, upon parental consent, until the August 31st following the child's third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

13. Children in Nonpublic Schools

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

Legal Reference: 92 NAC 51-012.08 and 015

14. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the

District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

15. Accessibility of IEP and Responsibility to Implement

A child's IEP shall be accessible to each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for the IEP's implementation. Each of the aforementioned providers shall be informed of his or her specific responsibilities related to implementing the child's IEP, and the specific accommodations, modifications, and supports that must be provided for the child in accordance with the IEP. All providers who are responsible for the implementation of a child's IEP are expected to implement the child's IEP according to its terms.

15.16. Participation in and Reporting of State and District Wide Assessments

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

Legal Reference: 92 NAC 51-004.05

16.17. Suspension and Expulsion Rates

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

Legal Reference: 92 NAC 51-004.06E

17.18. Access to Instructional Materials

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

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

Legal Reference: 92 NAC 51-004.15

18.19. Over-Identification and Disproportionality

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

available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

19.20. Prohibition on Mandatory Medication

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

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

20.21. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent is transporting only his or her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

Legal Reference: 92 NAC 51-014.01 through 014.02

21.22. Surrogates

A surrogate will be appointed, and other action taken to ensure the rights of children with a disability as required by law. The surrogate may represent the child in all matters related to the identification, evaluation, and educational placement of a child and the provision of a free appropriate public education to the child.

Legal Reference: 92 NAC 51-009.10

22.23. Early Intervention Services – Consent

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

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. Sec. 79-1110 to 79-1167
92 NAC 51, 52 and 55

Date of Adoption: ~~[Insert Date]~~ July 10, 2023

InstructionFirearm Policy

It shall be the policy of the Wayne Community School District to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm, including concealed firearms, in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corp, peace officers, off duty cops, or other duly authorized law enforcement officers when on duty or training or when contracted by a school to provide school security or school event contract services. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed.

Any unlawful use or possession of a firearm, including concealed firearms, as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

Legal Reference: Neb. Rev. Stat. Sec. 28-1204.04

Date of Adoption: July 10, 2023

InstructionSeizure Safe Schools

Each school building will have a “seizure action plan” if the following criteria are met: (1) at least one student in that building has been identified as having a seizure disorder; and (2) that student’s parent or guardian and health care provider have worked with the school to develop a seizure action plan.

Every building with a seizure action plan will have at least one employee who has met the training requirements necessary to administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms.

In accordance with state law, except in the case of an emergency, prior to the administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms by a school employee, a student's parent or guardian must:

1. Provide the school with a written authorization to administer the medication at school;
2. Provide a written statement from the student's health care practitioner containing the following information:
 - a. The student's name;
 - b. The name and purpose of the medication;
 - c. The prescribed dosage;
 - d. The route of administration;
 - e. The frequency that the medication may be administered; and
 - f. The circumstances under which the medication may be administered.
3. Provide the medication to the school in its unopened, sealed package with the intact label affixed by the dispensing pharmacy; and
4. Collaborate with school employees to create a seizure action plan.

If permitted by the student's seizure action plan, a student shall be allowed to possess the supplies, equipment, and medication necessary to treat a seizure disorder in accordance with such seizure action plan.

Any authorization provided by a parent or guardian shall be effective only for the school year in which it is provided and shall be renewed each following school year.

Legal Reference: Neb. Statute 79-3201 to 3207

Date of Adoption: July 10, 2023

InstructionBehavioral Points of Contact

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

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

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

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

Legal Reference: Neb. Rev. Stat. § 79-11,159
LB 705, § 4 (2023)

Date of Adoption: July 10, 2023

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the Wayne Community School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and if it is determined by the Board of Education to be needed an ex officio secretary and treasurer and those elected will assume office at the organizational meeting. With legal counsel acting as chair, nominations for the office of president will be made by written ballot. Voting will be by written ballot on all members nominated and repeated until a plurality is achieved.
 2. Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If the tie is not broken after five ballots, the Chair will determine the winner by the flip of a coin, followed by a vote ratifying such selection. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.
 3. The President shall assume the chair immediately upon the President's election.
 4. The motions for the officer elections should read: Move that _____ be elected as _____ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.
- B. The order of business for meeting shall be as follows:
1. Call to Order and Roll Call
 2. Oath of office for most recently elected
 3. Elections
 - a. President
 - b. Vice President

4. Approval of committees, positions, and designations
 - a. Consider, discuss and take action to appoint Secretary to the Board of Education
 - b. Consider, discuss and take action to appoint Business Manager/Treasurer to the Board of Education
 - b. Consider, discuss and take action to select Legal counsel
 - c. Consider, discuss and take action to elect Committees as determined by the Board of Education
 - d. Consider, discuss and take action to select Depository bank(s)
 - e. Consider, discuss and take action to select District newspaper(s) of record
5. Approval of current Board policies and regulations
6. Designate date for the annual review of Board of Education policies
7. Dissemination to each Board member of conflict of interest statutes

The remainder of the meeting will follow the Order of Business for regular meetings.

Date of Adoption: August 14, 2017

Date of Revision: July 10, 2023

RESOLUTION

RESOLVED, that the official depository of school funds for this School District is hereby designated to be _____, and that the designation of any other institution as the depository of school funds is hereby withdrawn.

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, and member _____ seconded the same. After discussion and roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____

_____.
The following members voted against the same: _____

_____.
The following members were absent or not voting: _____

_____.
The above Resolution, having been consented to and approved by more than a majority of the members of the School Board of this School District, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

Wayne Community Schools

BY: _____
President

Attest:

Secretary

Legal Reference: Neb. Rev. Stat. §§ 77-2350 and 77-2350.01

Date of Adoption: August 14, 2017

Date of Revision: July 10, 2023

Community RelationsSex Offenders

The District considers the protection of our community from sex offenders to be a matter of significant importance. The Nebraska Sex Offender Registration Act provides notice to the public of registered sex offenders. As a result, the District will utilize the Nebraska Sex Offender Registration database to take steps to ensure that students, staff, and community members are protected from registered sex offenders.

No registered sex offender is permitted to enter upon District property or attend any District activities. If a registered sex offender desires to enter upon District property or attend any District activities, the registered sex offender must receive prior written permission from the Superintendent. The Superintendent, in his or her sole discretion, may or may not grant permission. If the Superintendent grants permission, the registered sex offender is bound by the terms or conditions imposed by the Superintendent. Any registered sex offender who does not receive permission to enter upon District property or attend any District activities, or who does not comply with the terms or conditions imposed by the Superintendent, will be considered a trespasser and law enforcement may be called.

The Superintendent is authorized to issue “no trespass” letters to registered sex offenders living in the community. The Superintendent is further authorized to notify law enforcement and any other interested persons when information is received that a registered sex offender may be expected on or near District property, including off-site buildings or District activities. The Superintendent may convey such information as is relevant and necessary to protect the public and to counteract the danger that a registered sex offender may be released pursuant to the Nebraska Sex Offender Registration Act.

Legal Reference: Neb. Rev. Stat. § 29-4001, et seq

Date of Adoption: July 10, 2023

STUDENT - PARENT HANDBOOK OF WAYNE ELEMENTARY

2023-2024

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Wayne Community Schools Student-Parent Handbook
2023-2024 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	Contact Information
Jodi Pulfer, President	jopulfe1@waynebluedevils.org 402-375-3150
Jaime Manz, Vice President	jamanz1@waynebluedevils.org 402-375-3150
Deb Daum, Secretary/Treasurer	dedaum1@waynebluedevils.org 402-375-3150
Jeryl Nelson	jenelso1@waynebluedevils.org 402-375-3150
Sylvia Ruhl	syruhl1@waynebluedevils.org 402-375-3150
Justin Davis	judavis1@waynebluedevils.org 402-375-3150
Lynn Junck	lyjunk1@waynebluedevils.org 402-375-3150

Section 3 Administrative Staff

Name	Position	School	Contact Information
Mark Lenihan	Superintendent	All District	malenih1@waynebluedevils.org 402-375-3150
Russ Plager	Principal	Elementary School	ruplage1@waynebluedevils.org 402-375-3854
Johanna Osborn	Assistant Principal	Elementary School	joosbor1@waynebluedevils.org 402-375-3854
Misty Bear	Special Education Director	All District	mibeair1@waynebluedevils.org 402-833-1450

Section 4 Teaching Staff

Wayne Elementary School

Name	Department	Grades
TBD	Heartland Counseling	K-12
TBD	School Psychologist	K-6
Kim Anderson	Counselor – NDE Behavioral Awareness Point of Contact	K-6
Jack Belt	Language Arts, Math, Social Studies	Sixth Grade
Aaron Carlson	Physical Education	K-6
Nichelle Daum	Special Education	5-6
Andi Diediker	Science, Math	Fifth Grade
Jean Dorcey	Title	K-6
Staci Foote	Language Arts, Math, Science, Social Studies	Third Grade
Tanya Heikes	Language Arts, Math, Science, Social Studies	Kindergarten
Kara Heithold	Speech Therapist	PK-12
Kim Hix	Language Arts, Math, Science, Social Studies	Fourth Grade
Laura Hochstein	EL	K-6
Ashley Hoffman	Title	K-6

Mike Jaixen	Language Arts, Math, Science, Social Studies	Second Grade
Colleen Janke	Language Arts, Social Studies	Sixth Grade
Rachel Kerby	School Psychologist	PK-12
Paige Kinnaman	Language Arts, Social Studies	Fifth Grade
Christiana Koeppe	General Music/Band	K-6
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, Science, Social Studies	Fourth Grade
Lisa Meyer	Language Arts, Math, Science, Social Studies	Kindergarten
Samantha Novak	Language Arts, Science	Sixth Grade
Sarah Oltjenbruns	Media Specialist	K-6
Johanna Osborn	Assistant Principal	K-6
Kathy Ostrand	Language Arts, Math, Science, Social Studies	First Grade
Candace Petersen	Special Education	K-6
Annette Phipps	Language Arts, Math, Science, Social Studies	Second Grade
Ben Promes	Technology Director	PK-12
Kelly Ptacek	Special Education	3-4
Emily Rockhill	Language Arts, Math, Science, Social Studies	Kindergarten
Emily Sims	Language Arts, Math, Science, Social Studies	Third Grade
Winter Stewart	Language Arts, Math, Science, Social Studies	Fourth Grade
Cheryl Suehl	Language Arts, Math, Science, Social Studies	Second Grade

Jennifer Thomas	Language Arts, Math, Science, Social Studies	First Grade
Phylis Trenhaile	Language Arts, Social Studies	Fifth Grade
Carrie Wendte	Language Arts, Math, Science, Social Studies	Third Grade
Alex Wieland	Band	5-6
Abby Wragge	Nurse	PK-12

Section 5 Support Staff

Name	Building	Position
Brenna Anderson	Elementary	Bilingual Administrative Assistant
Deb Daum	Jr./Sr. High	Superintendent Assistant
Kurt Daum	All Buildings	Grounds
Mary Jean Roberson	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 [2023-2024](#) School year calendar attached here to as Appendix A.

Article 1 – Mission and Goals

Section 1 School Mission Statement/Vision Statement/District Expectations/Character Traits

Wayne Community Schools' Mission Statement

Wayne Community Schools is committed to the success of all students and the development of independent lifelong learners

Wayne Community Schools' Vision Statement

Learning for Life, Every Student, Every Day

Wayne Community Schools' Value Statement

Wayne Community Schools values...

W – Working in Partnerships

C – Committing/Commitment to Excellences

S – Success in Life

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 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 ensure 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.

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 plans.
- 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 2 – School Day

Section 1 Daily Schedule – Elementary

The office is open from 7:30 am to 4:30 pm. Supervision will be available starting at 7:30 am. The students will attend classes from 8:00 am to 3:20 pm.

Section 2 Shortened Schedule – Elementary

The office is open from 7:30 am to 4:30 pm. Supervision will be available starting at 7:30 am. The students will attend classes from 8:00 am to 2:00 pm.

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 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 an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

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 this 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 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 on the student information form. If a request by a parent is made for a student to be picked up by an adult that is not on the student information form they must come to the office and show a photo ID before the student is released.

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

Supervision at Dismissal

Parents or guardians of children in grades K to 6, where the child does not use district-provided transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. The parent or guardian may designate escorts. Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

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.)

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 the 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 each recess. If a student is not appropriately dressed, they will not be allowed to go outside for recess.

Wind Chill and Temperature

The decision about what students can wear will be decided before each recess. It is not decided based upon the forecasted high temperature for the day.

55 – and up

- Clothing Guidelines: Regular dress code applies

40 – 54 degrees

- Clothing Guidelines: Pants and jacket or hooded sweatshirt

0 – 39 degrees

- Clothing Guidelines: Winter 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.

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. 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 to 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 www.wayneschools.org, press the District button on the left side and then press Lunch Account Information. This will take you to WordWare to check your account balance and make payments online.

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 Assemblies

School wide assemblies will be held as needed to recognize student success, provide students with experiences, and to promote school wide programs.

Section 11 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 12 Nuisance Items

Nuisance Items such as fidget spinners, pop-its, trading cards, and all other toys should not be brought to school unless the student gains special permission. This is done to reduce distractions.

Section 13 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 14 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 15 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.

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

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. **The lost book replacement fee will be the cost of the same book.**

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

Section 4 Lockers

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.

Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a principal sees or learns of an image or message that may cause a disruption, the principal will ask the student to remove the image or message from the locker. If the student refuses, then the principal will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

Section 5 Searches of Lockers and Other Types of Searches

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

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.

Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.

2. 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.
3. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

Section 6 Video Surveillance

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

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

Section 7 Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Use of Telephone

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. Students may not use cell phones during class time. A student who violates this rule may be required to turn their phone into the office or lose phone privileges for an extended period of time.

Section 9 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 10 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 11 Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Periodically throughout the year, all lost and found items will be taken to Micah's closet.

Section 12 Accidents

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

Section 13 Laboratory Safety Glasses

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

Section 14 Insurance

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

Section 15 Bulletins and Announcements

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

Section 16 Copyright and Fair Use Policy

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.

Section 17 Behavioral Points of Contact

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

Section 18 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. Fourth 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. 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.

Kindergarten/1st Grade

Our Kindergarten and 1st grade students that ride home with their parents will be walked out the east doors of the building, and will be released to their parents to make sure that all students are safe.

2nd Grade

Our 2nd grade students will be dismissed by their teachers from their classroom. They will walk out the east doors and the students will meet their parents outside.

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.

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. The sibling groups will then walk out the east doors and meet their parents outside.

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:

- a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
- b. Illness which causes a student to be absent from school.
- c. Doctor or dental appointment which require student to be absent from school.
- d. Court appearances that are required by a court order and the student is not responsible for needing to be in court.
- e. School sponsored activities which require students to be absent from school.
- f. Other absences which have received prior approval from the Principal.

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 seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

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

Leaving School or Class. Students who leave school for any reason during the school day must check out 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). 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.

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

Full-time students must attend school all day the day of any scheduled school activity in order to participate in the activity. **Part-time eligible** students must attend their classes on the day of the school activity in order to participate in the activity. A “school activity” This includes athletic contests, clubs, concerts, 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 truanancies 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 a meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.

3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such a 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 judgment as they make decisions for our students:

5 days absent-Absent-letter

5 tardies-Tardy letter

10 days absent-Absent letter/Call home

10 tardies-Tardy letter

15 days absent- Collaborative plan

15 tardies- Tardy Letter/call home

20 days absent-Refer to county attorney

20 tardies-Tardy letter/call home

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 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. (See school policy 5201 and administrative regulation 5201)

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.

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.

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.

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 activities, 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, pink eye, 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. The student must be fever free without medication for 24 hours before returning to school. They must also stay out of school 24 hours from the last episode of vomiting or diarrhea.

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. Any new medication must first be given at home to monitor for adverse side effects

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 no more than a 30 day 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 for occasional use.
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 kindergarten 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.

**Summary of the School Immunization Rules and Regulations
For 2023-2024 School Year**

Student Age Group	Required Vaccines
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 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 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. 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 th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 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 th grade	Must be current with the above vaccinations AND receive 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 (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 would 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.
- 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

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.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

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, **but not more than 48 hours**, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing 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. **The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.**

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 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. **Pursuant to the Nebraska Student Discipline Act**, A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of 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 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.**

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 the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. **If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the**

alternative programs for expelled students in order to complete classwork or homework.

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 offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
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 program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
7. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept non duplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.
8. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from

school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.

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.

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

- (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).
 - i. Open toed footwear (Sandals and shoes that damage the gym floor are not allowed in PE class)

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the

remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

(2) Academic Integrity.

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

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

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

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

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

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

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

for the test.

- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

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

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

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

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

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

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

(3) 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, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

- (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
- (iii)

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 (7:30 on regular start days) and after school hours, provided that the student does 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 laptop computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic

activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school’s main office to be identified, placed in a secure area, and returned to the student and/or the student’s parent/guardian in a consistent and orderly way.

- (i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school’s main office and retrieves the electronic device.
- (ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.
- (iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.

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.
- (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 occurrences 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) Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
 - a. 1st Offense: Student will be confronted and directed to cease.
 - b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
 - c. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
 - 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 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.

(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 ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

(b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.

- (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
 - (iii) Users shall not use or try to discover another user's account or password.
 - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
 - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
 - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
 - (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
 - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
 - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
 - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.
 - (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
 - (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
 - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the

authorities. Messages which violate the rules will result in disciplinary action.

- (v) All communications and information accessible via the network should be assumed to be private property of others.
- (vi) Do not place unlawful information on any network system.
- (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (viii) Include your signature at the bottom of email 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. Risks of Facebook and Similar Social Networking:

The purpose of this message is to give our students information about the risks of using Facebook and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on Facebook and similar social networking sites may affect you years later.

What you say now on Facebook and similar social networking sites may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on Facebook and similar social networking sites.

Here are some common sense guidelines that you should follow when using Facebook and similar social networking sites and the Internet in general:

- Don't forget that your profile and Facebook and similar social networking sites forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new Facebook and similar social networking sites friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to Facebook and similar social networking sites or the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, Facebook and similar social networking sites will delete your profile.

We urge all students to follow these common sense guidelines.

Section 4 Reporting Student Law Violations:

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

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the

school year.

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

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 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 guardians 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 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 to 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) 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.

(9) 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.

(10) 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.

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination

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

Students: Director of Student Services, 611 W 7th St,

Wayne, NE 68787 (402) 375-3150

Employees and Others: Human Resources Director,

611 W 7th St, Wayne, NE 68787 (402) 375-3150

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

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	Special Education Director
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 policy of Wayne Community Schools is to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Wayne Community Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Wayne Community Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

Preventing Harassment and Discrimination of Employees and Students.

1. Purpose: Wayne Community Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Wayne Community Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests

for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

(a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);

(b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.

(c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, 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.

Procedures:

a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or 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.

b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Wayne Community Schools.

c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.

e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.

f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.

g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. 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. Student's photograph; and
10. School or school district the student attended before he or she enrolled in [Name] Public 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 without meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as

volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the 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;
 - (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.

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.

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.
 - *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.

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 to 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.

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 places 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 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 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.

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 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.

**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.)

Digital Equity Survey

Student Name: _____ **Grade:** _____

Question:	Internet in Residence
Is there internet access in the residence?	Yes-Internet Access in Residence
	No-Not Available
	No-Not Affordable
	No-Other
Question:	Internet Access
What is the primary type of internet service used at the residence?	Residential Broadband (DSL, Cable)
	Cellular Network
	School Provided Hot Spot
	Satellite
	Dial-Up
	Other
	None
	Community Provided WiFi
Unknown	
Question:	Internet Performance
Can the student stream videos without interruption?	Yes-No Issues
	Yes-But Not Consistent
	No
Question:	Device Access
Is the primary learning device a personal device or school-provided?	Personal-Dedicated (one person per machine)
	Personal-Shared (sharing among others in the household)
	School Provided-Dedicated
	School Provided-Shared
	None
Question:	Device Type

What device does this student most often use to complete online learning at home?		Desktop
		Tablet
		Chromebook
		Smartphone
		Other
		None
		Laptop

**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: _____

Student Name(s)

School Attending

Grade

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: _____

Students' Rights and Responsibilities

The rules and regulations are included in the handbook for the 2023-2024 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

AVAILABILITY OF HANDBOOKS

The **2023-2024** 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 **2023-2024** 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, 2023**. 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 **2023-2024** 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

Email

RECEIPT OF 2023-2024 STUDENT-PARENT HANDBOOK

This signed receipt acknowledges receipt of the 2023-2024 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

WAYNE COMMUNITY SCHOOLS
GUIDELINES FOR
NON-CERTIFICATED STAFF EMPLOYEE
BENEFITS
2023-2024 SCHOOL YEAR

Notice of Nondiscrimination

Wayne Community Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

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

High School: High School Principal, 611 West 7th Street, Wayne, NE 68787, (402) 375-3150.

Jr. High School: Jr. High School Principal, 611 West 7th Street, Wayne, NE 68787, (402) 375-3150).

Elementary: Elementary School Principal, 312 Douglas Street, Wayne, NE 68787, (402) 375-3854).

District staff: Human Resource Contact, 611 West 7th Street, Wayne, NE 68787, (402) 375-3150.

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. 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.

Attendance: It is expected the employee will work the scheduled hours for the classification/position they will fill. If an employee cannot fulfill the scheduled hours the employee's supervisor may change the assigned classification.

Classifications:

12 Month Full Time: A 12 Month Full Time employee is an employee who works 12 months of the year and 40 hours per week.

9 Month Full Time: A 9 Month Full Time employee is an employee who works 9 months of the school year when school is in session up to 40 hours per week.

Part Time: A Part Time employee works less than 12 months per year and/or less than 30 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 30 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 12 Month Full Time Employees

Vacation Schedule: (Vacation days are use or lose annually to be determined on August 31st of each school year.

New employees: Earn 8 hours per month worked in their first year until August 31st.

Employees in year two-five: Receive 80 hours annually.

Employees in year 5 – 10: Receive 120 hours annually.

Employees in year 10 and beyond: Receive 160 hours annually.

Paid Holidays: 12-month Full Time Employees receive these specified paid holidays (New Year's Day, Good Friday, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day).

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. 12-month 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 9 Month Full Time Employees

Vacation Schedule: 9-month full-time employees will receive 16 hours of vacation pay annually beginning September 1 of the school year. Vacation pay is use or lose annually and does not accrue.

9 Month Full Time Employees receive these specified paid holidays (New Year's Day, Good Friday, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.)

Vacation and Holidays for Part Time Employees- 20+ Hours

Paid Holidays: Part Time Employees receive these specified paid holidays during the school year (New Year's Day, Good Friday, Labor Day, Thanksgiving Day, Day after Thanksgiving, 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 12 hours vacation annually beginning September 1 of the school year. Vacation pay is use or lose annually and does not accrue.

12 Month Full Time Employees

Medical Insurance: The Board of Education will pay 100% the premium for employees selecting the Health Savings Plan, and Employee only coverage of the Traditional Plan (PPO). Employees who select the Traditional Health Insurance plan (PPO) beyond employee only (ES, EC, ES&C), will pay 10% of their premium. 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 the month following the employees start date.

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.

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.

Dental Insurance: A dental insurance program is offered at group rates as an addendum to the health policy. Employee only dental premiums are paid by the district. Employees may select additional coverage for children, spouse, and/or family. The additional premium cost beyond employee only will be paid by the employee. Insurance coverage shall commence with the first day of the month following the employees start date.

Leave Policies

Sick Leave: An annual temporary illness, or family emergency ~~or personal leave~~ of 80 hours per year shall be granted to full time, 40-hour, 12-month employees.

Illness of spouse, child, father, mother, brother, sister, grandparent, applicable in-law, and extended family members. Leave for illness of any other individual is granted at the discretion of the superintendent.

Bereavement leave will reduce the accumulated sick leave by one day for each day taken. Leave for bereavement is granted per approval of the employee's supervisor and the superintendent.

Catastrophic Illness or Injury Leave is available. Refer to the Wayne Community Schools Board of Education Policy 4032

Sick leave hours accumulate to 440 for full time (40-hour, 12 month) employees

9 Month Full Time Employees

Medical Insurance: The Board of Education will pay 100% the premium for employees selecting Employee only coverage of the Health Savings Plan, and Employee only coverage of the Traditional Plan (PPO). Employees may select additional coverage for children, spouse, and/or family. The additional premium cost beyond employee only will be paid by the employee. Insurance coverage shall commence with the first day of the month following the employees start date.

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.

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.

Dental Insurance: A dental insurance program is offered at group rates as an addendum to the health policy. Employee only dental premiums are paid by the district. Employees may select additional coverage for children, spouse, and/or family. The additional premium cost beyond employee only will be paid by the employee. Insurance coverage shall commence with the first day of the month following the employees start date.

Leave Policies

Sick Leave: An annual temporary illness or family emergency of 40 hours per year shall be granted to 9-month full time employees. Sick leave hours accumulate to 320 for full time (35+ hour, 9 month) employees.

Illness of spouse, child, father, mother, brother, sister, grandparent, applicable in-law, and extended family members. Leave for illness of any other individual is granted at the discretion of the superintendent.

Bereavement leave will reduce the accumulated sick leave by one day for each day taken. Leave for bereavement is granted per approval of the employee's supervisor and the superintendent.

Catastrophic Illness or Injury Leave is available. Refer to the Wayne Community Schools Board of Education Policy 4032

Part Time Employees

Insurance: Part time employees receive no insurance.

Leave Policies

Sick leave: An annual temporary illness, family emergency leave of 30 hours per year shall be granted to less than 30 hour and less than 12-month employees.

Part time employees will receive 3 hours sick leave with each completed month of employment.

Sick leave hours accumulate to 150 hours for part time employees.

Part time employees who work an average of less than 20 hours per week receive no sick days, vacation days, or holiday pay.

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.

Family and Medical Leave Act

The FMLA entitles eligible employees of Wayne Community Schools to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. FMLA leave will be taken in conjunction with the employee's sick leave. The employee must give at least 30 days' notice, or notice as soon as practical to: Human Resources at 611 West 7th street for an eligibility determination.

Wayne Community Schools Teacher Handbook 2023-2024 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 2023-2024 and subsequent school years unless replaced by a later edition.

Wayne Community Schools Mission Statement

Wayne Community Schools is committed to the success of all students
and the development of independent lifelong learners

Wayne Community Schools Vision Statement

Learning for Life, Every Student, Every Day

Wayne Community Schools Value Statements

Wayne Community Schools values...
W – Working in Partnerships
C – Committing/Commitment to Excellences
S – Success in Life

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.

Notice of Nondiscrimination

Wayne Community Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

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

High School: High School Principal, 611 West 7th Street, Wayne, NE 68787, (402) 375-3150

Jr. High School: Jr. High Principal 611 West 7th Street, Wayne, NE 68787, (402) 375-3150

Elementary: Elementary School Principal, 312 Douglas Street, Wayne, NE 68787, (402) 375-3854

District staff: Business Manager/Human Resource Director, 611 West 7th Street, Wayne, NE 68787, (402) 375-3150

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
Dr. Jeryl Nelson	jenelso1@waynebluedevils.org
Mr. Lynn Junck	lyjunck1@waynebluedevils.org
Mr. Justin Davis	judavis1@waynebluedevils.org
Mrs. Jaime Manz	jamanz1@waynebluedevils.org
Mrs. Sylvia Ruhl	syruhl1@waynebluedevils.org
Dr. Jodi Pulfer	jopulfe1@waynebluedevils.org

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). The FMLA entitles eligible employees of Wayne Community Schools to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. FMLA leave will be taken in conjunction with the employee's sick leave.. The employee must give at least 30 days' notice, or notice as soon as practical to Human Resources at 611 West 7th street for an eligibility determination.

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~~ 50% per diem rate
 - 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~~ Nebraska per diem rate
 - Out of State – ~~Maximum of \$50.00 per day~~ Per diem rate at location of travel
- 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.~~
Administrators are responsible for obtaining appropriate lodging reservations at direct bill rate.

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. 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.

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)

Please review Policy 4025 – Professional Boundaries Between Employees and Students prior to the beginning of each school year

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)

<u>Room #</u>	<u>Exit</u>	<u>Alternate Exit(s)</u>
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.

Jr./Sr. High:	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 activity 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.

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

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 visitor 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. These duties will be assigned by the athletic director.

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.

Administration

Authority 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

**MEMORANDUM OF UNDERSTANDING BETWEEN
WAYNE POLICE DEPARTMENT, CITY OF WAYNE, AND
WAYNE COMMUNITY SCHOOL DISTRICT 90-0017**

This Memorandum of Understanding (MOU) is made and entered as of the date fully executed below, by and between the WAYNE POLICE DEPARTMENT and the Wayne County School District No.90-0017, also known as Wayne Community Schools.

WAYNE POLICE DEPARTMENT provides law enforcement services to the City of Wayne and approximately 6,000 residents.

WAYNE COMMUNITY SCHOOLS is a public education institution that provides free and public education to approximately 1,000 students in Wayne County.

WHEREAS, WAYNE COMMUNITY SCHOOLS and the WAYNE POLICE DEPARTMENT share the goal of promoting school safety and a positive school climate;

WHEREAS, All parties acknowledge that crime prevention is most effective when WAYNE COMMUNITY SCHOOLS, WAYNE POLICE DEPARTMENT, parents, behavioral health professionals, and the community are working in a positive and collaborative manner;

WHEREAS, WAYNE COMMUNITY SCHOOLS and the WAYNE POLICE DEPARTMENT agree it is important to create a school environment in which conflicts are de-escalated and students are provided developmentally appropriate and fair consequences for misbehavior that address the root causes of their misbehavior, while minimizing the loss of instruction time;

WHEREAS, WAYNE COMMUNITY SCHOOLS staff should generally not involve the WAYNE POLICE DEPARTMENT Student Resource Officer(s), (SRO), in enforcement of WAYNE COMMUNITY SCHOOLS discipline policies;

WHEREAS, WAYNE COMMUNITY SCHOOLS and WAYNE POLICE DEPARTMENT recognize that student contact with WAYNE POLICE DEPARTMENT's SROs and WAYNE COMMUNITY SCHOOLS staff builds positive relationships leading to better student outcomes; and

WHEREAS, WAYNE COMMUNITY SCHOOLS and the WAYNE POLICE DEPARTMENT agree that student discipline practices and referrals to the juvenile justice system need to be closely monitored to ensure fair and equitable treatment for all WAYNE COMMUNITY SCHOOLS students.

NOW, THEREFORE, WAYNE COMMUNITY SCHOOLS and the WAYNE POLICE DEPARTMENT agree as follows:

Section 1. School Discipline and Law Enforcement Program Goals

1. To create a common understanding (a) school administrators and teachers are ultimately responsible for school discipline and culture; (b) SROs should not be involved in the enforcement of school rules; and (c) a clear delineation of the roles and responsibilities of SROs as to student discipline, with regular review by all stakeholders, is essential.
2. To minimize student discipline issues so they do not become school-based to the juvenile justice system;
3. To promote effectiveness and accountability;
4. To provide training as available to SROs and appropriate WAYNE COMMUNITY SCHOOLS staff on effective strategies to work with students that align with program goals;
5. To employ best practices so that all students are treated impartially and without bias by WAYNE POLICE DEPARTMENT's SROs and the policies of WAYNE POLICE DEPARTMENT, and also by WAYNE COMMUNITY SCHOOLS staff in alignment with rules and procedures applicable to WAYNE COMMUNITY SCHOOLS equity policies; and
6. To utilize best practices for training and oversight with the goal of reducing any existing disproportionality

Section 2. Roles and Responsibilities regarding School Discipline.

1. Disciplining students is the responsibility and authority of WAYNE COMMUNITY SCHOOLS school administrators, and parents. Law enforcement is the responsibility of WAYNE POLICE DEPARTMENT. WAYNE COMMUNITY SCHOOLS and WAYNE POLICE DEPARTMENT shall use best efforts to follow the principles in this MOU regarding the division between school discipline and law enforcement.
2. WAYNE POLICE DEPARTMENT can provide assistance when: (a) required by law under Neb. Rev. Stat. §§79-262 and 79-293 or other state or City/County/Security Agency law; (b) there is a threat to the safety of students, teachers, or public safety personnel; (c) to assist with victims of crime, missing persons, and persons in mental health crisis; (d) in an attempt to prevent criminal activity from occurring; or (e) it is required as part of emergency management response.
3. The SRO should not act as a school disciplinarian. WAYNE COMMUNITY SCHOOLS staff should not involve the SRO in disputes that are related to issues of school discipline; however, the SRO may serve as a complement to school staff, provide education, or act in the role of a mentor, counselor, or trusted adult as herein provided.
4. The SRO should not interview students or collect evidence for solely WAYNE COMMUNITY SCHOOLS disciplinary purposes.
5. WAYNE POLICE DEPARTMENT shall inform WAYNE COMMUNITY SCHOOLS of its policy that addresses when a parent or guardian will be notified or present, if a student is subjected to questioning or interrogation by a School Resource Officer or other employee of WAYNE POLICE DEPARTMENT. WAYNE COMMUNITY SCHOOLS policy that addresses when a parent or guardian will be notified or present if a student is subjected to questioning or interrogation by a school official or by an SRO in conjunction with a school official may be found on the school district web site www.wayneschools.org. WAYNE COMMUNITY SCHOOLS will provide written notice of the WAYNE POLICE DEPARTMENT policy and any WAYNE COMMUNITY SCHOOLS policy or regulation as described

above and make that information available to all parents or guardians in a language such parent or guardian understands.

6. WAYNE POLICE DEPARTMENT shall inform WAYNE COMMUNITY SCHOOLS of its policy that addresses under what circumstances a student will be advised of constitutional rights prior to being questioned or interrogated by an SRO or other employee of WAYNE POLICE DEPARTMENT.

WAYNE COMMUNITY SCHOOLS will provide notice of the WAYNE POLICE DEPARTMENT policy and any WAYNE COMMUNITY SCHOOLS policy or regulation addressing students being advised of constitutional rights prior to being question or interrogated by a school official or by an SRO in conjunction with a school official and make that information available to all parents or guardians.

7. WAYNE POLICE DEPARTMENT and WAYNE COMMUNITY SCHOOLS will both comply with the school's rules and standards concerning the type or category of student conduct or actions that will be resolved as a disciplinary matte by a school official and not subject to referral to law enforcement and the type of student conduct or actions that will be referred to law enforcement for prosecution as required by section 79-262 R.R.S. These rules and standards may be found at www.wayneschools.org.

8. WAYNE POLICE DEPARTMENT shall keep records on each student referral by an SRO for prosecution in response to an incident occurring at school, on school grounds, or at a school-sponsored event and ensure that such records allow for analysis of related data and delineate: (a) The reason for such referral; and (b) Federally identified demographic characteristics of such student.

9. School Resource Officers of the WAYNE POLICE DEPARTMENT will maintain a high level of confidentiality of all matters regarding the WAYNE COMMUNITY SCHOOLS, staff, and student information.

Section 3. Training.

1. Within six months of being assigned as SROs to WAYNE COMMUNITY SCHOOLS, each SRO shall have completed a minimum of twenty hours of training focused on school-based law enforcement, including but not limited to, coursework focused on school law, student rights, understanding special needs of students and students with disabilities, conflict de-escalation techniques, ethics , teenage brain development, adolescent behavior, implicit bias training, diversity and cultural awareness, trauma-informed responses, restorative justice practices, and preventing violence in school settings. Assignments as an SRO that do not meet the definition of "School resource officer" found at Section 79-2702 R.R.S. are not subject to the requirements of this MOU, but the use of such assignments should not be used to circumvent the training requirements set forth in in this paragraph.

2. Within six months of a SRO being assigned to a school building, a minimum of one administrator in each elementary and secondary school building will have completed a minimum of twenty hours of training, excluding previous college coursework, focused on school-based law enforcement, including, but not limited to course work focused on school law, student rights, understanding special needs of students and students with disabilities, conflict de-escalation techniques, ethics, teenage brain development, adolescent behavior, implicit bias training, diversity and cultural awareness, trauma-informed responses, restorative justice, and preventing violence in school settings.

Section 4. Program Review.

1. WAYNE POLICE DEPARTMENT will inform WAYNE COMMUNITY SCHOOLS, of its process for accepting student and parent complaints regarding its SROs. In collaboration with WAYNE POLICE DEPARTMENT and WAYNE COMMUNITY SCHOOLS shall provide written notice of the WAYNE POLICE DEPARTMENT policy and make that information available to all parents or guardians. If such process does not exist, complaints will be forwarded to WAYNE POLICE DEPARTMENT.

2. WAYNE COMMUNITY SCHOOLS, in collaboration with the WAYNE POLICE DEPARTMENT, shall conduct an annual review of the program and shall: (a) make modifications as necessary to accomplish stated OR SECURITY GUARDS program goals; and (b) create a report of the review to be provided to both parties and, to the extent permitted by law, made available online. The parties will establish an evaluation process, to include community stakeholders, as part of the regular review of program goals and relevant data, including the specific measures, data points, and metrics included in the report. The first of the annual report will be for the first full school year following the formation of this MOU.

Section 5. Community Partnerships.

WAYNE COMMUNITY SCHOOLS and WAYNE POLICE DEPARTMENT shall continue to collaborate with community and governmental agencies to further program goals, support strategies to divert students from the criminal justice system, and access additional support services for students.

Section 6. Liability and Indemnification.

Nothing in the performance of this MOU shall impose any liability for claims made against the parties, and the parties agree to indemnify the other for intentional wrongdoing or negligence by the offending party, related to this MOU.

Section 7. Term, Termination, and Related Documents.

An Inter-local agreement between THE WAYNE POLICE DEPARTMENT AND WAYNE COMMUNITY SCHOOLS will be established and approved by the Wayne Community Schools Board of Education and the City of Wayne with details on the term, termination, hours of service, and cost.

Agreed upon by:

Law Enforcement Agency: _____ Date: _____

Officer Marlen Chinn, Police Chief, Wayne Police Department

WAYNE COMMUNITY SCHOOLS: _____ Date: _____

Dr. Mark Lenihan, Superintendent, Wayne Community Schools

Personnel - Certificated EmployeesContract

Certificated employees shall be recommended for hiring by the Superintendent with the final approval by the Board of Education prior to hiring. Final approval must be made by formal motion of the Board of Education. The final approval by the Board of Education should generally follow closely the recommendation of the Superintendent whenever possible, but such approval of recommendation is not mandatory on the Board of Education.

All contracts for employment of a teacher or administrator to be effective must meet the following conditions:

1. The contract must be in writing and contain such provisions as are required by law.
2. The employed person must hold a valid teaching or administrative certificate at all times.
3. The employed person must not be under contract to another district in this state.
4. The contract must be approved by at least four (4) school Board members and signed by a designated member of the Board.

No member of the Board of Education may cast a vote in favor of the election of any teacher when such member of the Board is related to him or her or to the majority of the Board by blood or marriage.

All requests to be released from employment contract shall be processed by the Superintendent. Requests shall be presented to the Board for approval.

Release from a contract during the school year may be granted by the Board, but after **March 15th** teachers should not expect to be released from their contract. In rare and/or unusual circumstances, and if the Board and Superintendent determine a suitable replacement can be found, the Board may consider release from contract.

Legal Reference: Neb. Rev. Stat. § 79-817
 Neb. Rev. Stat. § 79-818
 Neb. Rev. Stat. § 79-819

Date of Adoption: June 12, 2017
Date of Revision: xxxx

Personnel - Certificated EmployeesResignation of Certificated Employees

Certificated employees are encouraged to notify their immediate supervisor of their plans to resign as soon as practicable. The Board of Education will generally accept all tendered resignations, effective at the end of the current school year, submitted prior to March 15th.

The Board delegates to the Superintendent the authority to formally ask certificated employees in writing whether they intend to accept employment with the District for the following school year. The Superintendent shall give employees a deadline to respond to such requests, so long as the deadline occurs after March 14th. Any employee who fails to respond or declines to accept employment for the following school year may be terminated from employment if they refuse to resign.

The Superintendent is further authorized to file a complaint with the Professional Practices Commission for any teacher who abrogates their contract with the District.

Notwithstanding anything to the contrary herein, the Board is not obligated to accept or reject any tendered resignation if the employee is involved in a disciplinary matter or for any other reason that the Board deems to be in the best interest of the District.

Legal Reference: Neb. Rev. Stat. § 79-829.

Date of Adoption: [Insert Date]

Students

Naloxone in School

The Board hereby permits the storage, administration, and implementation of naloxone (also known as Narcan) in school, so long as such storage, administration, and implementation complies with all legal requirements and the best interests of student health.

The Superintendent is hereby delegated the authority to develop rules and regulations to handle and administer naloxone in the event of a suspect opioid overdose, or in other emergency situations that require prompt attention.

Legal Reference: Neb. Rev. Stat. § 28-470

Date of Adoption: [Insert Date]

InstructionArtificial IntelligenceIntroduction

Wayne Community Schools acknowledges that artificial intelligence continues to emerge as a resource that may assist students with future technology and different wants of learning. However, artificial intelligence also poses a challenge to delineate the responsible use of artificial intelligence with student plagiarism. As a result, the Board of Education adopts this Policy to specifically address how the District will address academic honesty and integrity regarding a student's use of artificial intelligence/

Permissible Uses of Artificial Intelligence in School Assignments

Students may use artificial intelligence or related platforms when any of the following occurs:

1. The student receives advance permission from the teacher for the given assignment or project; or
2. The teacher's classroom rules or expectations established artificial intelligence as a permissible resource for students to access.

Any student with questions about the use of artificial intelligence should contact their teacher in advance of using artificial intelligence to assist with any assignment. It is the responsibility of each student to understand the permissible use (if any) of artificial intelligence in a given class or a particular assignment. Students must be fully forthright and honest about their use of artificial intelligence to assist with any school assignment.

Impermissible Uses of Artificial Intelligence in School Assignments

Unless otherwise permitted by this Policy, students may not use artificial intelligence or related platforms to assist or complete any assignment, project, test, or other school-related task. The impermissible use of artificial intelligence may subject the student to discipline in accordance with the District's plagiarism policy and academic dishonesty rules.

Date of Adoption: [Insert Date]



WAYNE BLUE DEVILS

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AGREEMENT FOR COOPERATIVE SPONSORSHIP:

[Guidelines for Cooperative Sponsorships \(PDF\)](#)

Is this a **NEW** Cooperative Sponsorship or a **RENEWAL** of an existing Cooperative Sponsorship?

NEW RENEWAL

This Agreement is made between/among the School Boards of:

School District No. , Nebraska and

School District No. , Nebraska and

School District No. , Nebraska and

School District No. , Nebraska.

The parties agree as follows:

1. **Joint Application.** The above-named governing boards shall jointly make an application to the Nebraska School Activities Association (NSAA) Board of Directors before (July 1 for fall activities, September 1 for winter activities or January 1 for spring activities) **2023**, for approval for cooperative sponsorship of a joint high school program.

Please check the activity or activities for which the above-named governing boards are applying for cooperative sponsorship.

FALL	<input type="checkbox"/> FB6	<input type="checkbox"/> FB8	<input type="checkbox"/> FB11	<input type="checkbox"/> VB	<input type="checkbox"/> BCC	<input type="checkbox"/> GCC	<input type="checkbox"/> GGO	<input type="checkbox"/> BTE	<input type="checkbox"/> SB	<input type="checkbox"/> UBO
WINTER	<input type="checkbox"/> BSW	<input type="checkbox"/> GSW	<input checked="" type="checkbox"/> WR	<input checked="" type="checkbox"/> WR_G	<input type="checkbox"/> BBB	<input type="checkbox"/> GBB	<input type="checkbox"/> BBO	<input type="checkbox"/> GBO	<input type="checkbox"/> PP	<input type="checkbox"/> SP
SPRING	<input type="checkbox"/> DE	<input type="checkbox"/> BA	<input type="checkbox"/> BTR	<input type="checkbox"/> GTR	<input type="checkbox"/> GTE	<input type="checkbox"/> BGO	<input type="checkbox"/> BSO	<input type="checkbox"/> GSO		
OTHER	<input type="checkbox"/> UTR	<input type="checkbox"/> VM	<input type="checkbox"/> IM							
	<input type="checkbox"/> JO									

hereinafter "combined program," for students attending the above-named schools for years:

2023-2024

2024-2025

2025-2026

(Check all school years to be covered. Cooperative Sponsorship Agreements must be for a minimum of two years.)

2. **Purpose.** The purposes for the above-named boards agreeing to apply for authority to cooperatively sponsor the combined program are as follows: (Specify conditions which have prompted the Boards to agree.)

a.

LCC to provide expanded opportunities for both boys and girls wrestling programs.

b.

WCS working to provide expanded opportunities for both boys and girls wrestling programs.

c. Both school districts see this as a mutually beneficial opportunity.

d.

3. **Agreement to Cooperate.** If the joint application is approved by the NSAA Board of Directors, the above-named governing boards agree that they will cooperatively sponsor the combined program in the school years specified, provided that nothing in this provision shall be deemed to require that the governing boards offer that combined program at all in any particular year.

4. **Terms and Conditions of Cooperative Sponsorship.** Any combined program shall be cooperatively sponsored upon the following terms and conditions:

a. **Team Name, Mascot and Team Colors.** The team shall be known as (Name) Wayne, (Mascot) BLUE DEVILS, with School District No. 90 serving as host school district. The team colors are ROYAL BLUE/WHITE.

b. **Contracts.** Except as otherwise provided herein, contracts related to the cooperatively sponsored team with groups such as referee associations, with individuals, or with other schools or school districts, shall be made by the governing board of School District No. 90, after consultation with the governing board of the cooperating school district. In the event this co-op qualifies for reimbursement for any state championships, the check should be written to the head school.

c. **Allocation of Costs.** All costs of the combined program shall be allocated between/among the parties in the manner indicated below for each expenditure category listed:

I. Expenses for transportation, including daily transportation of participants to and from practice sessions and contests. (Specify method of allocation.)

LCC will be responsible for transportation of athletes to and from practice in Wayne each day. LCC will also be responsible to transport athletes to Wayne for home and away contests.

II. Expenses for transportation to "away contests." (Specify method of allocation.)

Wayne will be responsible for transportation to all away events.

III. Expenses for spectator buses. (Specify method of allocation.)

N/A

IV. Expenses for facilities, lights, heating, showers, towels, laundry, etc., of the host school, including maintenance of practice and competitive facilities. (Specify method of allocation.)

Wayne will be responsible for the expenses for these.

V. Expenses for banquets and awards. (Specify method of allocation.)

Each school will have their own banquets and awards.

VI. Expenses for scouting, coaches' meetings and workshops. (Specify method of allocation.)

Wayne will pay for all coaches' meetings, workshops, and other expenses.

VII. Expenses for payment of referees and other personnel necessary to stage the event. (Specify method of allocation.)

Wayne will pay the officials and workers for home events.

VIII. Expenses for purchasing of supplies and equipment. (Specify method of allocation.)

Wayne will purchase the supplies and equipment.

IX. Expenses for salary and fringe benefit costs for coaches and other activity personnel. (Specify method of allocation.)

Wayne will pay coaches.

X. Other expenses. (Specify method of allocation.)

LCC will send a check for \$10,000 to Wayne to help pay for cost associated with the wrestling program. At the end of the season both schools will meet and go over the budget to determine if any additional cost occurred.

In the event that the allocation of an expenditure item is not specified above, the costs of that item shall be shared EQUALLY between/among the cooperating parties.

d. Allocation of Gate Receipts. Funds from gate receipts shall be divided by the parties after payment of referees and other personnel in the following manner: (Specify method of allocation.)

Wayne will receive the gate receipts.

In the event the gate receipts are insufficient to make the payments, the parties shall make up the difference in the following manner: (Specify method of allocation.)

N/A

e. Concessions. The provision of concessions at home contests shall be the responsibility of the home location school, and concession revenues shall not be covered by the provisions of this Agreement unless the parties specifically agree to the contrary herein.

f. Utilization of Resources. Personnel in charge of the program shall make every attempt to utilize the resources of each of the cooperating schools, such as equipment and uniforms.

g. Employment of Personnel.

I. The head coach of the combined program shall be employed by the school board of School District No. 90

II. Other joint program personnel, if any, shall be employed as follows:

POSITION	EMPLOYER
Co-Head Coach	Wayne
Assistant Coach	Wayne
Assistant Coach	Wayne

III. Recommendations for employment of personnel by each board shall be in accordance with the board's policies.

IV. Coaches and other personnel employed by a school district shall meet applicable state requirements.

h. Control and Supervision of Programs and Participants. The control and supervision of a combined program, and of the behavior of student participants in the program, shall be the responsibility of the host school district.

The control and supervision of student participants while in transport to and from the host school district shall be the responsibility of the home school district.

5. Interdistrict Advisory Board. An Interdistrict Advisory Board may be formed from members of the schools to work on the improvement of the various co-sponsored programs.

6. Resolution of Disputes. Any disputes relating to this Agreement, or items in this Agreement requiring clarification, will be investigated by the school superintendents from each school, and they will present their findings and recommendations to their respective boards.

7. Term, Dissolution. The term of this Agreement shall be for school years 2023 and 2024. The Agreement shall terminate at the end of the last school year specified, unless extended by mutual agreement. If the parties determine to extend the Agreement beyond the period specified, they agree to submit a "Cooperative Program Renewal Agreement" form to the NSAA Board of Directors prior to July 1 for fall activities, September 1 for winter activities and January 1 for spring activities, preceding the school year or season in which the co-op program is to be implemented. If the parties determine to dissolve the Agreement at an earlier date, they agree to submit a

request in writing from both schools signed by the Superintendent and Board Chairperson prior to July 1 for fall activities, September 1 for winter activities, and January 1 for spring activities. If the early dissolution of the Agreement is not approved, the combined program must be offered cooperatively, or not at all, during the remaining terms of the Agreement.

8. **Liability Insurance.** Nothing contained in this Agreement shall relieve any party to this Agreement from liability for its negligence or that of its officer, agents and employees. Each party shall carry a minimum liability insurance limit in the amount of \$ 1,000,000 for any one liability occurrence and carry a minimum aggregate liability insurance limit of \$ 5,000,000 for any accumulation of separate liability occurrences that may occur during the insured policy period. The policy shall name the officers, agents and employees of the other party as named insured. Each party shall provide the other party with a certificate evidencing such insurance coverage.

Status of Cooperative Sponsorship Agreement Forms required of each school:

1. Wayne has not yet submitted their Cooperative Sponsorship Agreement Form
2. Laurel-Concord-Coleridge has not yet submitted their Cooperative Sponsorship Agreement Form

Once all of the schools have completed their individual Cooperative Sponsorship Agreement Forms, the final portion of this application will be shown below for you to complete and submit to the NSAA office.

Save & Continue

[Return to Top](#)



WAYNE BLUE DEVILS

611 West 7th
Wayne, NE 68787-1715
402-375-3150

[Home](#) | [Logout](#)

[Return to Main Application Form](#) | [Return to Coops Main Menu](#)

The main application form was successfully saved. Please complete the following form, which is required of each school in the proposed cooperative agreement.

COOPERATIVE SPONSORSHIP:

The following information is to be provided by each school before the application form can be submitted to the NSAA.

SCHOOL: Wayne

- Please list the number of students enrolled in your high school.

	GRADE 9		GRADE 10		GRADE 11		GRADE 12	
	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys
Current School Year:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Anticipated Next Year:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Anticipated Two Years Hence:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Board Member introduced the following resolution and moved its adoption:

Resolution Approving Cooperative Sponsorship Agreement

WHEREAS, a proposed Agreement has been negotiated and drafted regarding the cooperative sponsorship of a joint high school Wrestling, Girls Wrestling program.

WHEREAS, a copy of the proposed draft is attached and incorporated by reference.

NOW, THEREFORE, BE IT RESOLVED by the School Board of School District No. 90 as follows:

- That the attached Cooperative Sponsorship Agreement do and hereby is approved;
- That the Chair and Clerk are hereby authorized to execute the attached Cooperative Sponsorship Agreement and to make the required application to the Board of Directors of the Nebraska School Activities Association; and
- That this resolution shall be effective only upon the adoption of a similar resolution by the Governing Board or School Board of the cooperating school(s) or school district(s).

The motion for adoption of the foregoing resolution was duly seconded by Board Member and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Chair, Board of Education

Clerk, Board of Education

Save

Contractor	Scope of work	Price
Scribs House Moving Inc.	Lifting, moving, and setting of structure.	\$17,000.00
Beierman Electric LLC	Installation of new 200amp service	\$4,440.43
Kay Contracting Inc	Installation of new water and sewer lines.	\$4,054.48
L&L Thompson Construction	Post support base for the modular building	\$7,817.28
		\$33,312.19
Kay Contracting Inc	Demolition and disposal of modular	\$7,640



Nebraska Rural Community Schools Association
455 S.11th St, Ste B
Lincoln, NE 68508

Invoice #: Mem 201
Date: 7/1/2023

Bill To:
Wayne Community Schools
611 W 7th St
Wayne NE 68787

For: NRCSA Membership Dues

Description	Amount
<i>2023-24 NRCSA Membership Dues</i>	<i>\$850.00</i>
Invoice Total	<i>\$850.00</i>

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@nrcea.net



--YOUR ANNUAL MEMBERSHIP PROVIDES SUPPORT FOR --
Nebraska Rural Community Schools Association

<p><u>STATE LEGISLATIVE ADVOCACY</u> NRCSA is active in representing rural public schools in the Unicameral. The Executive Director is the main spokesperson for NRCSA, but is also represented by the lobbying firm of Nowka and Edwards. NRCSA's Legislative Committee includes 20 Superintendents from member schools and helps to direct the legislative efforts of the organization.</p>	<p><u>RURAL ADVOCACY</u> NRCSA is the only organization that speaks solely on behalf of public rural schools in the State of Nebraska. Other groups do a great job of representing their members, but at times cannot take a stand as they represent both very large and smaller districts. NRCSA is not necessarily tied down along those lines.</p>	<p><u>SUPERINTENDENT SEARCHES</u> NRCSA's Superintendent Search Service is conducted by veteran Superintendents whose professional lives were involved in rural education in Nebraska. The service is available to all Nebraska school districts, with member districts paying a lower rate than non-member districts. A professional cost effective proposal and fee structure is available upon request.</p>
<p><u>PLANNING WORKSHOPS</u> The NRCSA Planning Support Service is an elective service that assists districts in planning and goal-setting. The service is conducted by veteran Superintendents whose professional lives were involved in rural education in Nebraska.</p>	<p><u>NATIONAL ADVOCACY</u> NRCSA is a member of the National Rural Education Advocacy Consortium (NREAC), which represents the interests of rural public schools in national forums where education issues are decided.</p>	<p><u>PRINCIPAL SEARCHES</u> During the 2022-23 year, NRCSA added a Principal Search service. NRCSA consultants will work with the Superintendent to conduct a search for Principal candidates.</p>
<p><u>COMMUNICATIONS</u> NRCSA provides regular updates from the Executive Director to member schools. A more in-depth update is provided to all members just prior to monthly Board of Education meetings. The NRCSA webpage is www.nrcsa.net. NRCSA also has a social media presence on Twitter (@NRCSA1980) and on Facebook (www.facebook.com/nrcsahome).</p>	<p><u>SPRING CONFERENCE</u> NRCSA offers an annual conference in Kearney in March. The conference targets issues and interests of rural schools. An opportunity is created to network with other rural school districts and to interact directly with policymakers and NRCSA leaders.</p>	<p><u>LEGISLATIVE FORUM</u> During each legislative session NRCSA offers a forum for Board members and administrators. The forum provides the opportunity to hear from Senators as to what is happening in the Unicameral, as well as to provide input to Senators. The forum is held in Lincoln.</p>
<p><u>DISTRICT MEETINGS</u> Each fall NRCSA conducts a meeting in each of the six membership districts. These meetings provide an opportunity for rural schools to connect with NRCSA leadership on a face-to-face basis</p>	<p><u>US BANK ONE CARD PROGRAM</u> NRCSA has partnered with US Bank to provide this unique purchase card program for school districts. Individual school districts decide which staff members receive purchase cards. The district has control over where purchases can be made and for what amounts. This can be especially helpful when sending sponsors out with student groups.</p>	<p><u>NRCSA AWARDS</u> NRCSA annually recognizes individuals who are outstanding at serving member districts. At the Spring Conference each year NRCSA recognizes an Outstanding Elementary Teacher, Secondary Teacher, Classified Staff Member, ESU Staff Member, Music Teacher, Principal, Board of Education Member, and Superintendent/ESU Administrator.</p>
<p><u>NRCSA EXECUTIVE BOARD</u> The 10-member Executive Board provides leadership and direction for the organization. Each of the six NRCSA districts is represented by at least one Superintendent from a district within the district.</p>	<p><u>NRCSA SCHOLARSHIPS</u> NRCSA annually awards 20 \$2,000 scholarships to high school seniors from NRCSA-member schools who are entering college with the goal of becoming school teachers. NRCSA also presents two \$2,000 Gary Fisher Scholarships to high school seniors going into the fine arts.</p>	<p><u>EXCESS EQUIPMENT CLEARINGHOUSE</u> A free service to member districts and ESUs is the opportunity to post items for sale to all other members. Items such as vehicles, scoreboards, weight equipment, and text books have been posted on behalf of members.</p>
<p><u>NEBRASKANS UNITED</u> NRCSA is a strong member of this group which includes most education and ag-related organizations in the State. The purpose is to work to provide property tax relief, as well as to protect and promote funding to public education.</p>	<p><u>CORONAVIRUS ISSUES</u> Over 100 NRCSA member Superintendents and ESU Administrators worked together to produce NRCSA's Reopening Document to help districts develop their own plans for reopening school in the fall. Over 70 rural educators worked together to develop Remote Learning Assistance sites for teachers and administrators.</p>	<p><u>LEADERSHIP OPPORTUNITIES</u> Each year there are over 70 leadership positions on the Executive Committee or other NRCSA committees that provide opportunities for member Superintendents.</p>
<p><u>EDUCATION ASSOCIATIONS COALITION</u> NRCSA is an active member of this group that is comprised of all of the major education associations in the state. The purpose of the group is to work together on legislative issues facing public education.</p>	<p><u>NATIONAL RURAL EDUCATION ASSOCIATION</u> NRCSA is a strong member of the NREA. The NREA provides leadership on issues facing rural education on the national level. Dr. Jon Habben, former NRCSA Executive Director of NRCSA, has served as the President of NREA the past two years.</p>	<p><u>RURAL TEACHER SHORTAGE</u> NRCSA has started a Rural Teacher Committee that was established to find ways to address the shortage of teachers in rural schools. Twelve member Superintendents work with representatives from Chadron State College, Wayne State College, and Peru State College in this work</p>

"QUALITY RURAL SCHOOLS"

Nebraska Rural Community Schools Association 455 S. 11th St, Suite B, Lincoln, NE 68508

Peetz Koerwitz & Lafleur, PC LLO

Jeffery T. Peetz ■ Brian S. Koerwitz* ■ Michael L. Lafleur ■ Jim R. Titus, of counsel
Allyson G. Rafferty** ■ Eric W. Knutson
**Also licensed in Iowa and Wyoming **Also licensed in North Carolina*

ERIC W. KNUTSON

DIRECT: 402-904-7095 | EMAIL: eknutson@eptlawfirm.com

PLEASE RESPOND TO LINCOLN OFFICE

July 7, 2023

Wayne Community Schools
c/o Mark Lenihan, Superintendent
611 W. 7th St.
Wayne, NE 68787

Re: Representation

Dear Mark:

We are pleased to confirm the engagement of Peetz Koerwitz & Lafleur, PC LLO to represent you in connection with the Quiet Title Lawsuit and any other matter that you refer to us and that we accept. Consistent with our firm's practice and in the interest of all the parties, we are providing this letter to set forth the details of our relationship in this matter.

Our charges for services are based primarily on the time actually spent by us on your affairs. There is a different hourly billing rate charged by each attorney, depending on that attorney's experience and years of practice. My billing rate is \$225 per hour, and that of my paralegals who will be working with me on this matter range from \$85 to \$140 per hour. If necessary, Brian Koerwitz, the firm's litigation attorney, may be assisting with certain aspects of this case and his billing rate is \$270 per hour. Our hourly rates are adjusted periodically.

You also will be charged for various costs and out-of-pocket expenses when incurred by us during our representation of you. Enclosed is a list of various items that will be charged if incurred during our representation. Unless special arrangements are made, third-party invoices for fees and expenses exceeding \$300 will be forwarded to you for direct payment.

Itemized statements for services rendered and costs incurred will be provided on a regular basis and are due and payable upon receipt. In addition, our Privacy Policy Notice and File Retention Policy are enclosed. Prior to sending you this letter we conducted a conflict of interest review. As of this date, it does not appear that a conflict of interest exists relating to our representation of you in this matter. If any conflict of interest arises or is brought to our attention during our representation of you, we may be required to withdraw our representation and you may need to obtain new counsel. Although we do not believe that there is any conflict of interest involved in our representation of you in this matter, we are bringing this to your attention now due to the nature of conflicts of interests and the various ways in which they may arise.

If any dispute should arise regarding our representation of you, we want to settle it quickly and fairly. We will try to do so through discussion. If we are unsuccessful, then we both agree to resolve any dispute arising between us by prompt, confidential and binding arbitration pursuant to the rules of the American

Lincoln ■ 5825 S. 14th Street, Suite 200, Lincoln, NE 68512 ■ (p) 402-904-3629 ■ (f) 402-904-7097
Newman Grove ■ PO Box 504, Newman Grove, NE 68758 ■ (p) 402-447-2723 ■ (f) 402-447-2722
toll-free 844-704-5296 ■ eptlawfirm.com

Arbitration Association. The arbitration will be held in Lincoln, Nebraska. The decision of a sole arbitrator will be binding.

You are at liberty to terminate our representation at any time. Likewise, we shall have a right to withdraw as legal counsel for you at any time in the event of the failure to cooperate, failure to pay, or for other valid reasons in accordance with the applicable Rules of Professional Conduct. Upon termination or withdrawal, you remain liable for any accrued fees and costs as of the date of termination.

As you know, a matter of this type is unpredictable by its nature. It is not possible to warrant a successful result or represent that a particular result can be obtained within a given time framework. We appreciate your awareness of and patience with the unpredictability for matters such as this. You acknowledge that we have not made any representations, promises, warranties or guarantees to you, express or implied, regarding the outcome of this matter.

If at any time you have any questions regarding the fees or costs incurred in this matter, or any other matters relating to our representation, please do not hesitate to contact us. We appreciate the opportunity to be of service to you and look forward to working with you on this matter. Please indicate your acceptance of this agreement by executing and returning the enclosed copy of this letter to us at your earliest convenience.

Sincerely,

Eric W. Knutson
Peetz Koerwitz & Lafleur, PC LLO

CONSENT

I have read the foregoing letter and understand its contents. I consent to having you represent me on the terms and conditions set forth. I authorize you to disclose to my advisors any information regarding the representation that you receive from me or any other source. THIS CONTRACT CONTAINS AN ARBITRATION PROVISION WHICH MAY BE ENFORCED BY THE PARTIES.

Accepted by: _____
Wayne Community Schools,
Mark Lenihan, Superintendent

Date: _____

Please send billing statements as provided below:

By Mail to the Address Above:
By Mail to an Alternate Address:
By Email Address:

Alternate Address: _____
Email Address: _____

**CLIENT RELATED EXPENSES
DISBURSEMENT CATEGORIES**

Client Related Cash Advances	Actual cost
Computerized Legal Research	\$.80 per minute
Mileage	Amount allowable by IRS
Overnight Express Mail	Actual cost
Photocopy	\$.15 per page
Postage	Actual cost
FAX - Receive	\$.50 per page to receive
FAX - Send	\$.50 to send locally \$1.00 per page to send long distance

PRIVACY POLICY NOTICE

Peetz Koerwitz & Lafleur, PC LLO, endeavors to adhere to the highest ethical standards with regard to the Code of Professional Conduct in protecting our clients' privacy. Pursuant to a new federal law, attorneys, like other professionals who advise clients on personal financial matters, may be required to inform their clients of their policies regarding privacy of client information. While the application of this federal law to attorneys remains uncertain, Peetz Koerwitz & Lafleur, PC LLO, is providing this Notice as if such requirement is applicable. Attorneys have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by this new law. Therefore, we will continue to protect your right to privacy in the future just as we always have in the past.

In the course of providing our clients with legal advice, we receive significant personal financial information. As a client of Peetz Koerwitz & Lafleur, PC LLO, you should know that all information that we receive from you is held in confidence and is not released to people outside the firm, except as agreed to by you or as required under applicable law.

FILE RETENTION POLICY

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to protect your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with applicable professional standards.

In the course of providing you with legal representation, we create a client file, which may be physical, electronic, or both. This file belongs to you, and you may make a written request to obtain it. After all personal property and original documents have been returned to you, the file is retained according to appropriate professional guidelines and eventually destroyed without further notification to you.



TEL 402.471.2295
FAX 402.471.0117



P.O. Box 94987
Lincoln, NE 68509-4987



education.ne.gov



June 6, 2023

Administrator
Wayne Community Schools
611 W 7th St
Wayne, NE 68787

RE: 2023/2024 Accreditation

Dear Administrator,

On June 2, 2023, the State Board of Education voted to grant accreditation to Wayne Community Schools for the period July 1, 2023, through June 30, 2024. This action is based upon records indicating that Wayne Community Schools operated in compliance with Title 92, *Nebraska Administrative Code*, Chapter 10 (Rule 10), *Regulations and Procedures for the Accreditation of Schools*. This action confers upon your school system the legal right to fulfill provisions of the compulsory education law.

We have appreciated the cooperation you have extended to us during the past year in the continued efforts to provide a quality education to Nebraska students.

Sincerely,

Michelle R. Charf – Ed. D
Accreditation Section Director
Office of Accountability, Accreditation, and Program Approval
Nebraska Department of Education

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 06/01/2023 to 06/30/2023.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
WAYNE WAYNE COMMUNITY SCHOOLS								
A SPORTS								
1005	ATHLETIC			-13,590.80	0.00	6,086.55	0.00	-19,677.35
1006	ATHLETIC/STRENGTH & CONDITIONING			72.07	0.00	0.00	0.00	72.07
1007	BASEBALL			12,336.11	0.00	6,478.46	0.00	5,857.65
1009	BOWLING			4,008.22	0.00	0.00	0.00	4,008.22
1010	BOYS BASKETBALL			3,843.73	720.00	350.00	0.00	4,213.73
1011	GIRLS BASKETBALL			1,950.01	715.00	1,550.00	0.00	1,115.01
1014	JH FOOTBALL			246.63	0.00	0.00	0.00	246.63
1015	FOOTBALL			14,257.64	0.00	79.42	0.00	14,178.22
1016	BOYS GOLF			1,066.68	0.00	0.00	0.00	1,066.68
1017	GIRLS GOLF			388.37	0.00	0.00	0.00	388.37
1019	SOFTBALL			2,234.85	0.00	600.00	0.00	1,634.85
1020	TRACK/CROSS COUNTRY			13,564.94	0.00	2,098.42	0.00	11,466.52
1023	UNIFIED BOWLING			1,679.38	0.00	0.00	0.00	1,679.38
1025	VOLLEYBALL			10,902.83	139.50	2,117.00	0.00	8,925.33
1030	WRESTLING			4,416.31	0.00	3,689.68	0.00	726.63
A Totals:				57,376.97	1,574.50	23,049.53	0.00	35,901.94
B CLUBS & ORGANIZATIONS								
1505	ANNUAL			5,997.28	0.00	0.00	0.00	5,997.28
1506	ART CLUB			279.35	0.00	0.00	0.00	279.35
1510	CLOSE-UP			464.58	0.00	0.00	0.00	464.58
1511	FCCLA			3,471.08	25.00	0.00	0.00	3,496.08
1512	FFA			8,597.14	150.00	0.00	0.00	8,747.14
1514	FBLA			5,741.71	0.00	0.00	0.00	5,741.71
1515	JH W.E.B. (WHERE EVERYONE BELONGS)			2,512.34	0.00	56.92	0.00	2,455.42
1521	MOCK TRIAL			139.77	0.00	0.00	0.00	139.77
1525	NATIONAL HONOR SOCIETY			2,062.23	0.00	0.00	0.00	2,062.23
1528	SCIENCE CLUB			0.00	0.00	0.00	0.00	0.00
1530	ONE WORLD CLUB (FORMERLY SPANISH CLUB)			4,517.31	0.00	0.00	0.00	4,517.31
1535	SPEECH/DRAMA CLUB			3,722.09	0.00	430.00	0.00	3,292.09
1540	STUDENT COUNCIL			4,453.61	0.00	93.12	0.00	4,360.49
1545	W CLUB			3,328.90	0.00	0.00	0.00	3,328.90
B Totals:				45,287.39	175.00	580.04	0.00	44,882.35
C GRADUATING CLASSES								
2032	CLASS OF 2021			0.00	0.00	0.00	0.00	0.00
2033	CLASS OF 2022			500.00	0.00	0.00	0.00	500.00
2034	CLASS OF 2023			850.00	0.00	741.00	0.00	109.00
2035	CLASS OF 2024			36.00	0.00	0.00	0.00	36.00
2036	CLASS OF 2025			190.00	0.00	0.00	0.00	190.00
C Totals:				1,576.00	0.00	741.00	0.00	835.00

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 06/01/2023 to 06/30/2023.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
D	ACADEMIC CLUBS							
	2505		BAND	1,399.51	0.00	0.00	0.00	1,399.51
	2515		CHOIR	2,009.72	0.00	0.00	0.00	2,009.72
	D Totals:			3,409.23	0.00	0.00	0.00	3,409.23
E	DISTRICT MONIES							
	3010		DRIVERS EDUCATION	0.00	0.00	0.00	0.00	0.00
	3015		DISTRICT ENTRY FEES	-432.00	432.00	0.00	0.00	0.00
	E Totals:			-432.00	432.00	0.00	0.00	0.00
F	ATHLETIC SUPPORT GROUPS							
	3505		CHEERLEADERS	4,951.88	0.00	0.00	0.00	4,951.88
	3510		CONCESSIONS	18,473.08	23.28	0.00	0.00	18,496.36
	3515		POPPER FUND	1,095.20	0.00	0.00	0.00	1,095.20
	F Totals:			24,520.16	23.28	0.00	0.00	24,543.44
H	VOCATIONAL ORGANIZATIONS							
	4505		INDUSTRIAL ARTS	114.51	0.00	0.00	0.00	114.51
	4510		POWER DRIVE PROGRAM	3,109.97	0.00	475.76	0.00	2,634.21
	H Totals:			3,224.48	0.00	475.76	0.00	2,748.72
I	INVESTMENT							
	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
	I Totals:			-12,292.88	0.00	0.00	0.00	-12,292.88
J	MISCELLANEOUS							
	5505		BLUE DEVIL "BUCKS	62.21	0.00	0.00	0.00	62.21
	5508		DINNER THEATER	661.17	0.00	0.00	0.00	661.17
	5512		EMPORIUM	3,077.42	0.00	110.55	0.00	2,966.87
	5515		GRADES K-6	10,316.57	0.00	2,298.40	0.00	8,018.17
	5517		HAL	134.76	0.00	0.00	0.00	134.76
	5520		HS LIBRARY	3,572.67	427.12	48.00	0.00	3,951.79
	5530		MUSICAL	29,207.74	0.00	1,327.10	0.00	27,880.64
	5535		PADLOCK	81.10	0.00	0.00	0.00	81.10
	5536		STUDENT ASSISTANCE	4,434.95	280.00	247.00	0.00	4,467.95
	5537		SPED - TRANSITION (FORMERLY RESOURCE)	6,132.33	0.00	66.97	0.00	6,065.36
	5538		SIB SHOP	226.53	0.00	0.00	0.00	226.53
	5540		SPECIAL OLYMPICS	233.85	0.00	0.00	0.00	233.85
	5544		STAFF SUPPORT SERVICES	11,897.15	725.28	500.75	0.00	12,121.68
	5545		TAB	21.26	0.00	0.00	0.00	21.26
	5600		STUDENT FEE FUND	18,700.00	0.00	912.50	0.00	17,787.50
	5605		STUDENT FEES/CHROMEBOOKS	5,612.89	886.00	0.00	0.00	6,498.89
	J Totals:			94,372.60	2,318.40	5,511.27	0.00	91,179.73

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 06/01/2023 to 06/30/2023.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
K MIDDLE GRADES								
6005	JUNIOR HIGH SCHOOL			182.37	0.00	0.00	0.00	182.37
6012	JH SCIENCE			958.13	0.00	0.00	0.00	958.13
K Totals:				1,140.50	0.00	0.00	0.00	1,140.50
WAYNE Activity Totals:				218,182.45	4,523.18	30,357.60	0.00	192,348.03

	Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
WAYNE Checking:			4,523.18	30,357.60		
WAYNE Investment:						
WAYNE Bank Balances:	218,182.45		4,523.18	30,357.60	0.00	192,348.03

Report Activity Totals:	218,182.45	4,523.18	30,357.60	0.00	192,348.03
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Wayne Public Schools

Cash Summary Report June 2023

Fund	Description	Beginning Balance	Revenue	Expenditure	Ending Balance
01	General Fund	\$3,532,055.83	\$1,238,129.35	(\$1,083,562.27)	\$3,688,330.17
02	Depreciation Fund	\$109,133.15	\$377.96	\$0.00	\$109,511.11
03	Employee Benefit Fund	\$6,719.32	\$253,376.50	(\$253,121.15)	\$6,974.67
05	Activity Fund	\$218,182.45	\$4,523.18	\$30,357.60	\$192,348.03
06	School Nutrition Fund	\$408,686.85	\$44,386.78	(\$43,284.73)	\$409,788.90
07	Bond Fund	\$500,781.52	\$41,017.07	\$0.00	\$541,798.59
08	Special Building Fund	\$1,105,117.94	\$41,840.00	(\$405,568.10)	\$741,389.84
09	Qualified Capital Fund	\$407,026.94	\$45,080.39	\$0.00	\$452,107.33
Sub Total		\$6,309,517.81	\$1,664,208.05	(\$1,785,534.77)	\$6,189,896.87

Wayne Public Schools

Rollup Report- June 2023

FUND	FUNCTION	Actuals June 2023	Adopted Budget	Current Budget	Actuals (YTD)	Available
01 - General Fund	011000 - Reg. Inst	\$485,236.71	\$6,051,055.05	\$6,051,055.05	\$4,668,896.97	\$1,382,158.08
01 - General Fund	011250 - Regular Instructional Programs School Age (Flex-Spending)	\$1,984.29	\$65,920.05	\$65,920.05	\$44,593.32	\$21,326.73
01 - General Fund	011500 - Limited English Proficiency Programs	\$6,782.89	\$118,300.04	\$118,300.04	\$88,551.12	\$29,748.92
01 - General Fund	011600 - Poverty Programs	\$9,642.33	\$103,207.03	\$103,207.03	\$97,618.43	\$5,588.60
01 - General Fund	011900 - Early Childhood Educational Programs	\$1,591.49	\$40,275.04	\$40,275.04	\$32,384.63	\$7,890.41
01 - General Fund	012001 - Sped - Administration	\$8,678.04	\$116,712.07	\$116,712.07	\$87,543.58	\$29,168.49
01 - General Fund	012003 - Sped - Teaching	\$67,263.90	\$1,072,676.21	\$1,072,676.21	\$811,248.95	\$261,427.26
01 - General Fund	012004 - Sped - Transition	\$446.46	\$6,000.00	\$6,000.00	\$3,571.66	\$2,428.34
01 - General Fund	012005 - Sped - Barrier removal	\$29,210.50	\$250,000.00	\$250,000.00	\$217,751.00	\$32,249.00
01 - General Fund	012910 - Special Education Instructional Programs - Ages 3-5	\$0.00	\$0.09	\$0.09	\$438.54	(\$438.45)
01 - General Fund	012950 - Special Education Instructional Programs - Unified Sports	\$294.80	\$3,550.01	\$3,550.01	\$2,924.11	\$625.90
01 - General Fund	013000 - Summer School -Driver Ed	\$6,371.90	\$20,000.00	\$20,000.00	\$7,126.30	\$12,873.70
01 - General Fund	013001 - Summer School - Jump Start	\$0.00	\$17,700.01	\$17,700.01	\$279.45	\$17,420.56
01 - General Fund	021200 - Guidance Services	\$15,749.84	\$190,937.03	\$190,937.03	\$160,146.40	\$30,790.63
01 - General Fund	021300 - Health Services	\$5,452.98	\$45,205.01	\$63,405.01	\$54,168.23	\$9,236.78
01 - General Fund	021310 - Health Services: Sped School Age	\$0.00	\$18,200.01	\$0.00	\$0.00	\$0.00
01 - General Fund	021410 - Psychological Services - SPED - School Age	\$12,483.34	\$100,000.00	\$100,000.00	\$116,906.68	(\$16,906.68)
01 - General Fund	021510 - Speech Pathology and Audiology Services - SPED - School Age	\$10,642.32	\$130,460.02	\$130,460.02	\$107,895.20	\$22,564.82
01 - General Fund	021610 - Occupational Therapy-Related Services - SPED - School Age	\$595.09	\$20,000.00	\$20,000.00	\$7,648.93	\$12,351.07
01 - General Fund	021710 - Physical Therapy-Related Services - SPED - School Age	\$98.75	\$7,500.00	\$7,500.00	\$1,707.75	\$5,792.25
01 - General Fund	021810 - Visually Impaired or Vision Services - SPED - School Age	\$15.84	\$8,500.01	\$8,500.01	(\$338.32)	\$8,838.33
01 - General Fund	021900 - Support Services - Student - Other	\$8,821.36	\$137,701.02	\$137,701.02	\$99,529.80	\$38,171.22
01 - General Fund	022200 - Library or Media Services	\$17,095.75	\$170,755.03	\$170,755.03	\$132,146.15	\$38,608.88
01 - General Fund	022240 - Educational Television Services	\$0.00	\$15,000.00	\$15,000.00	\$6,457.56	\$8,542.44
01 - General Fund	022300 - Instruction-Related Technology	\$18,106.96	\$201,952.04	\$201,952.04	\$125,034.77	\$76,917.27
01 - General Fund	023100 - Board of Education	\$1,523.35	\$71,925.00	\$71,925.00	\$63,218.23	\$8,706.77
01 - General Fund	023200 - Executive Administration	\$23,609.69	\$290,950.01	\$290,950.01	\$230,966.54	\$59,983.47
01 - General Fund	023300 - District Legal Services	\$2,992.69	\$25,000.00	\$25,000.00	\$13,552.89	\$11,447.11
01 - General Fund	024100 - Office of the Principal	\$66,168.65	\$795,019.08	\$795,019.08	\$644,416.63	\$150,602.45
01 - General Fund	024900 - School Administration Other	\$5,641.52	\$67,990.01	\$67,990.01	\$56,587.05	\$11,402.96

01 - General Fund	025100 - Fiscal Services	\$18,151.51	\$299,210.03	\$299,210.03	\$181,740.69	\$117,469.34
01 - General Fund	026100 - Operation of Buildings	\$44,016.89	\$453,500.01	\$453,500.01	\$359,681.38	\$93,818.63
01 - General Fund	026200 - Maintenance of Buildings	\$58,005.01	\$731,570.02	\$731,570.02	\$462,797.50	\$268,772.52
01 - General Fund	026300 - Care and Upkeep of Grounds	\$4,528.85	\$46,400.00	\$46,400.00	\$29,953.57	\$16,446.43
01 - General Fund	026400 - Care and Upkeep of Equipment	\$325.24	\$30,000.00	\$30,000.00	\$2,590.49	\$27,409.51
01 - General Fund	026500 - Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles)	\$2,658.70	\$20,000.00	\$20,000.00	\$15,045.15	\$4,954.85
01 - General Fund	027100 - Vehicle Operation and Purchasing - Regular Education	\$104,036.28	\$482,500.00	\$482,500.00	\$456,534.17	\$25,965.83
01 - General Fund	027120 - Vehicle Operation and Purchasing - School Age SPED	\$456.29	\$45,830.07	\$45,830.07	\$12,855.48	\$32,974.59
01 - General Fund	027220 - Monitoring Services - School Age SPED	\$0.00	\$11,770.05	\$11,770.05	\$0.00	\$11,770.05
01 - General Fund	027300 - Vehicle Servicing and Maintenance - Regular Education	\$439.89	\$16,000.00	\$16,000.00	\$7,906.18	\$8,093.82
01 - General Fund	027320 - Vehicle Servicing and Maintenance - School Age SPED	\$381.84	\$6,000.00	\$6,000.00	\$7,623.78	(\$1,623.78)
01 - General Fund	033000 - Community Services Operations	\$755.82	\$28,505.01	\$28,505.01	\$20,245.87	\$8,259.14
01 - General Fund	034001 - Categorical Grants from Corporations & Other Private Citizens	\$1,295.31		\$0.00	\$9,566.29	(\$9,566.29)
01 - General Fund	035000 - Other State Categorical Programs	\$0.00		\$0.00	\$1,510.00	(\$1,510.00)
01 - General Fund	035350 - High Ability Learners	\$1,076.93	\$7,000.00	\$7,000.00	\$6,573.36	\$426.64
01 - General Fund	035400 - State Early Childhood	\$8,328.05	\$43,150.00	\$43,150.00	\$83,270.15	(\$40,120.15)
01 - General Fund	062000 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$9,620.92	\$123,550.00	\$123,550.00	\$101,885.03	\$21,664.97
01 - General Fund	063100 - Federal Services - Title II, Part A ESSA Supporting Effective Instruction	\$1,991.86	\$33,300.01	\$33,300.01	\$20,253.42	\$13,046.59
01 - General Fund	064040 - Federal Services - IDEA Part B (611) Base Allocation - Birth Through Age Four	\$10,985.59	\$129,265.07	\$129,265.07	\$104,847.64	\$24,417.43
01 - General Fund	064060 - Federal Services - IDEA Preschool (619) Base Allocation	\$0.00	\$0.01	\$0.01	\$0.00	\$0.01
01 - General Fund	064100 - Federal Services - IDEA Enrollment or Poverty (611)	\$0.00	\$26,800.01	\$26,800.01	\$3,329.00	\$23,471.01
01 - General Fund	064120 - Federal Services - IDEA Part B Proportionate Share	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
01 - General Fund	069250 - Federal Services - Title III ESSA - ELL	\$0.00	\$0.01	\$0.01	\$0.00	\$0.01
01 - General Fund	069690 - Federal Services - Title IV, Part A ESSA	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
01 - General Fund	069960 - Elementary & Secondary School Emergency Relief (ESSR)	\$0.00		\$0.00	\$245.00	(\$245.00)
01 - General Fund	069980 - CRRSA ESSER III - Elementary and Secondary Emergency Relief III	\$10,005.85		\$0.00	\$84,467.77	(\$84,467.77)
01 - General Fund	080000 - Transfers (Outgoing)	\$0.00	\$10,000.01	\$10,000.01	\$0.00	\$10,000.01
01 - General Fund	090000 - Non-Program Expenditure	\$0.00		\$0.00	\$10,531.75	(\$10,531.75)

Subtotal of Element: [FUND] 01 - General Fund		\$1,083,562.27	\$12,712,840.18	\$12,712,840.17	\$9,866,426.22	\$2,846,413.95
Grand Total		\$1,083,562.27	\$12,712,840.18	\$12,712,840.17	\$9,866,426.22	\$2,846,413.95

% of Budget
77.16
67.65
74.85
94.59
80.41
75.01
75.63
59.53
87.10
487,266.67
82.37
35.63
1.58
83.87
85.43
116.91
82.70
38.24
22.77
-3.98
72.28
77.39
43.05
61.91
87.89
79.38
54.21
81.06
83.23

60.74
79.31
63.26
64.56
8.63
75.23
94.62
28.05
0.00
49.41
127.06
71.03
93.91
192.98
82.46
60.82
81.11
0.00
12.42
0.00
0.00
0.00
0.00

