Board of Education Regular Meeting
Monday, May 11, 2026 5:00 PM
Jr/Sr High School Library
611 West 7th Street
Wayne, NE 68787

I. Call the Meeting to Order

A. The May meeting of the Wayne Community School District Board of Education is called to order on Monday, May 11, 2026, at 5:00 p.m.

B. Wayne Community Schools mission is committed to the success of all students and the development of lifelong learners, and our vision is "Learning for Life, Every Student, Every Day."

C. The meeting was posted at Wayne Community Schools, published in the Wayne Herald (5/5/2026), and online: www.wayneschools.org

D. Anyone desiring to view the Open Meetings Act may do so. The document is available for public inspection and is located on the north wall of the Library. Wayne Community Schools may go into closed session to discuss certain agenda items to protect the public interest or to prevent needless injury to the reputation of an individual, if such individual has not requested a public hearing.

E. Board Member Roll Call

F. Motion to approve the absence of any Board Member

G. Please stand for the Pledge of Allegiance

I.a. Approval of Agenda

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

I.b.I. Approval of Minutes of Previous Meetings

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

I.c. Personnel

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

II.a. FBLA - Kiley Koch

III. Celebration of Success

IV. Action Items

IV.a. Old Business

IV.a.I. Second Reading of Policy 5209: School Library Materials and Parent Access - Discuss, Consider, and Take Necessary Action on Second Reading of Policy 5209: School Library Materials and Parent Access

IV.a.II. Second Reading of 2026-27 Pre-K Early Learning Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2026-27 Pre-K ELC Handbook

IV.a.III. Second Reading of 2026-27 Kids Club Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2026-27 Kids Club Handbook

IV.b. New Business

IV.b.I. First Reading of Policy Updates
*1110: Bulletin Boards
*3130: Purchasing Policies
*3560: Records Management
*5004: Part-Time Enrollment
*5005: Admission-Residency-Contracting
*5006: Option Enrollment
*5006: Option Enrollment Resolution
*5008: Attendance
*5101: Student Discipline Policy
*5205: Graduation
*8130: Annual Organizational Meeting
*8342: Designated Method of Giving Notice of Meetings

IV.b.II. Interlocal Agreement with Wayne State College - Discuss, Consider, and Take Necessary Action on Interlocal Agreement with WSC

IV.b.III. SRO Inter-local agreement with City of Wayne - Discuss, Consider, and Take Necessary Action on SRO Inter-local with City of Wayne

IV.b.IV. 2026-27 Nebraska ESUCC-Sysco Food Service Agreement - Discuss, Consider, and Take Necessary Action on 2026-27 Nebraska ESUCC-Sysco Food Service Agreement

IV.b.V. Technology Quote - Discuss, Consider, and Take Necessary Action on Technology Quote

IV.b.VI. First Reading of 2026-27 K-Grade 2 Early Learning Center Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2026-27 K-Grade 2 ELC Handbook

IV.b.VII. First Reading of 2026-27 Elementary (gr. 3-6) Student Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2026-27 Elementary Student Handbook

IV.b.VIII. First Reading of 2026-27 7-12 Handbook Changes - Discuss, Consider, and Take Necessary Action on First Reading of 2026-27 7-12 Handbook Changes

V. Administration and Board Committee Reports:

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

V.a.I. Superintendent

V.a.I.1. Annual Safety and Security Review

V.a.I.2. TIF Report

V.a.I.3. NASB Board Self-Assessment Process

V.a.II. Special Education Director

V.a.III. High School Principal

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

V.a.V. Elementary Principal

V.a.VI. Early Learning Center Principal

V.b. Board Committees

V.b.I. Foundation and Community Relations - Justin Davis, Jaime Manz, Sylvia Ruhl, Mark Lenihan, Misty Beair, Rusty Parker

V.b.II. Curriculum and Committee on American Civics -Jaime Manz, Jodi Pulfer, Sylvia Ruhl, Mark Lenihan, Andi Diediker, Russ Plager

V.b.III. Facility/Safety/Finance - Justin Davis, Lynn Junck, Brent Pick, Mark Lenihan, Russ Plager, Dave Wragge, Darian Stoltenberg, Jordan Widner

V.b.IV. Policy/Title IX - Jaime Manz, Brent Pick, Jodi Pulfer, Mark Lenihan, Misty Beair, Courtney Maas

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

V.b.VI. Legislative - Lynn Junck, Brent Pick, Sylvia ruhl, Mark Lenihan

VI. Boardsmanship

VI.a. Board Review of Policies 3000-3150

VII. Future Agenda Items

*Graduation - Saturday, May 16, 2026, 1:00 p.m., Jr/Sr High School Gym
*Second Reading of Policy Updates
*Second Reading of 2026-27 K-Grade 2 Handbook
*Second Reading of 2026-27 Elementary Handbook
*Second Reading of 2026-27 7-12 Handbook Changes
*First Reading of Certificated Staff Handbook
*First Reading of Non-Certificated Staff Handbook
*Extra Duty Contracts
*Set Hot Lunch and Milk Prices
*School Law Seminar: June 10-11, Kearney, NE

VIII. Adjournment

Wayne Community Schools
Board of Education Regular Meeting Minutes
April 13, 2026

The regular meeting of the Wayne Board of Education was held at 611 West 7th Street, Wayne, NE, 68787, on Monday, April 13, 2026, at 5:00 PM. Notice of the meeting and place of agenda was posted at Wayne Community Schools, posted in The Wayne Herald (April 13, 2026), 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
Mr. Brent Pick
Dr. Jodi Pulfer
Mrs. Sylvia Ruhl

I. Call the Meeting to Order

A. The April meeting of the Wayne Community School District Board of Education was called to order on Monday, April 13, 2026, at 5:00 p.m.
B. Wayne Community Schools mission is committed to the success of all students and the development of lifelong learners, and our vision is "Learning for Life, Every Student, Every Day."
C. The meeting was posted at Wayne Community Schools, published in the Wayne Herald (4/7/26), and online: www.wayneschools.org
D. Anyone desiring to view the Open Meetings Act may do so. The document is available for public inspection and is located on the north wall of the Library. Wayne Community Schools may go into closed session to discuss certain agenda items to protect the public interest or to prevent needless injury to the reputation of an individual, if such individual has not requested a public hearing.
E. Board Member Roll Call
F. Motion to approve the absence of any Board Member
G. Please stand for the Pledge of Allegiance

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

I.a. Approval of Agenda

Motion to approve agenda, as presented, passed with a motion by Mr. Lynn Junck and a second by Mr. Brent Pick. Motion carried with six yes votes.

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

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

I.b. 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 Mr. Lynn Junck and a second by Mr. Brent Pick. Motion carried with six yes votes.

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

I.b.I. Approval of Minutes of Previous Meetings

I.b.II Approval of Financial Reports and Claims

I.c. Personnel

I.c.I. Skilled and Technical Sciences Position - Discuss, Consider, and Take Necessary Action on Skilled and Technical Sciences Position

Motion to approve the contract for Erin Oldemeyer, for the Skilled and Technical Science Position for the 2026-27 school year, passed with a motion by Mrs. Sylvia Ruhl and a second by Dr. Jodi Pulfer. Motion carried with six yes votes.

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

Discussion: The Board approved Erin Oldemeyer as Skilled and Technical Sciences position for the 2026-27 school year.

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

II.a. PAL (Pushing All Limits) Group - Molly Redden & Sydney Chase
Discussion: Molly Redden and Sidney Chase, Providence Medical Center Physical Therapist and Occupational Therapist, discussed the PAL (Pushing All Limits) group. They meet with students weekly and do fun physical and occupational therapy activities.

III. Celebration of Success
Discussion: Wayne State College High School Art Day Participants, State FFA Qualifiers, Boys and Girls Bowling Teams, and Regional Science Fair Participants were honored in April.

IV. Action Items

IV.a. Old Business

IV.b. New Business

IV.b.I. First Reading of 2026 Policy Updates - Discuss, Consider, and Take Necessary Action on the First Reading of 2026 Policy Updates

*Policy 1040 - Annual Report
*Policy 3540 - Bidding Construction Projects
*Policy 5601 - Asthma, Anaphylaxis, and Allergic Reaction
*Policy 7050 - Bids and Contracts

Motion to approve the First Reading of 2026 Policy Updates and waive Second Reading, passed with a motion by Mrs. Sylvia Ruhl and a second by Dr. Jodi Pulfer. Motion carried with six yes votes.

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

IV.b.II. First Reading of Policy 5209: School Library Materials and Parent Access - Discuss, Consider, and Take Necessary Action on First Reading of Policy 5209: School Library Materials and Parent Access

Motion to approve the First Reading of Policy 5209: School Library Materials and Parent Access passed with a motion by Dr. Jodi Pulfer 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
Mr. Brent Pick: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the First Reading of Policy 5209: School Library Materials and Parent Access.

IV.b.III. 2026-27 Classified Staff Salary Schedule - Discuss, Consider, and Take Necessary Action on 2026-27 Classified Staff Salary Schedule

Motion to approve the 2026-27 Classified Staff Salary Schedule passed with a motion by Mr. Justin Davis and a second by Dr. Jodi Pulfer. Motion carried with six yes votes.

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

Discussion: The Board approved the 2026-27 Classified Salary Schedule, to be effective September 2027. The schedule shows a 4% increase on the base.

IV.b.IV. Accept 2026 Graduate List - Discuss, Consider, and Accept 2026 Graduate List

Motion to receive the 2026 Wayne High School Graduation List passed with a motion by Mrs. Sylvia Ruhl and a second by Mr. Brent Pick. Motion carried with six yes votes.

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

Discussion: The Board accepted the 2025-26 list of graduates. Graduates will receive their diplomas upon successful completion of graduation requirements. Graduation is May 16 in the Jr/Sr High School Gym.

IV.b.V. First Reading of the 2026-27 Preschool Handbook - Discuss, Consider, and Take Necessary Action on the First Reading of the 2026-27 Preschool Handbook

Motion to approve the First Reading of the 2026-27 Preschool Handbook. passed with a motion by Dr. Jodi Pulfer 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
Mr. Brent Pick: Yes

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

Discussion: The Board approved the First Reading of the 2026-27 Preschool Handbook.

IV.b.VI. First Reading of 2026-27 Kids Club Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2026-27 Kids Club Handbook

Motion to approve the First Reading of the 2026-27 Kids Club Handbook passed with a motion by Dr. Jodi Pulfer 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
Mr. Brent Pick: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the First Reading of the 2026-27 Kids Club Handbook.

IV.b.VII. Final Day of 2025-26 School Year - Discuss, Consider, and Take Necessary Action on Final Day of 2025-26 School Year

Motion to approve the end of school year calendar, as presented, passed with a motion by Mr. Brent Pick and a second by Dr. Jodi Pulfer. Motion carried with six yes votes.

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

Discussion: Seniors last day will be Friday, May 8, 2026. Graduation is Saturday, May 16, 2026, beginning at 1:00 p.m. in the Jr/Sr High School Gym. The final day for preschoolers will be Friday, May 15, 2026, with graduation on Thursday, May 14, 2026, beginning at 5:30 p.m. in the Early Learning Center Gym. The final day for Kindergartners will be Monday, May 18, 2026. The final day for grades 1-11 will be Tuesday, May 19, 2026, with a noon dismissal. Teachers final day will be Wednesday, May 20, 2026.

V. Administration and Board Committee Reports:

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

V.a.I. Superintendent

V.a.I.1. SRO Interlocal Agreement Update
Discussion: Dr. Lenihan met with Police Chief Marlen Chinn and City Administrator Wes Blecke. They all agreed that things are going well with the Student Resource Officer.

V.a.I.2. Strategic Plan Update
Discussion: Dr. Lenihan presented the Strategic Plan information compiled by the Nebraska Association of School Boards. He also discussed possible dates for a Board Retreat.

V.a.II. Special Education Director
Discussion: Mrs Beair discussed the Comprehensive Literacy State Development (CLSD) Grant. With the money, books have been purchased to be used for Early Literacy bags and a mobile library. The grant is renewable every year.

V.a.II.1. EL Review
Discussion: Mrs. Beair reported on the number of students being served in the English Language department. She also discussed the qualifications.

V.a.III. High School Principal
Discussion: Mr. Plager stated prom went well. ACT tests are completed. Jr. Job Shadow Day will be April 27, 2026.

V.a.III.1. Early Graduate Numbers
Discussion: Mr. Plager stated there were no early graduates this year.

V.a.IV. Junior High Principal/Activities Director
Discussion: Dr. Lenihan reported in Mr. Wragge's absence. Wayne will host the Mid States Conference Track Meet on Saturday, May 2, 2026, at Kern Track and Field.

V.a.V. Elementary Principal
Discussion: Mr. Diediker thanked WEB for providing K-6 students an anti-bullying assembly.

V.a.VI. Early Learning Center Principal
Discussion: Mrs. Maas stated the Father/Daughter Dance went very well. She also gave upcoming dates on things happening before the end of the school year.

V.b. Board Committees

V.b.I. Foundation and Community Relations - Justin Davis, Jaime Manz, Sylvia Ruhl, Mark Lenihan, Misty Beair, Rusty Parker
Discussion: Mr. Rusty Parker stated the Foundation awarded seven IDEA grants to teachers this year. The Alumni Tournament went very well.

V.b.II. Curriculum and Committee on American Civics - Jaime Manz, Jodi Pulfer, Sylvia Ruhl, Mark Lenihan, Andi Diediker, Russ Plager
Discussion: No report.

V.b.III. Facility/Safety/Finance - Justin Davis, Lynn Junck, Brent Pick, Mark Lenihan, Russ Plager, Dave Wragge, Darian Stoltenberg, Jordan Widner
Discussion: Mr. Jordan Widner stated there will be an eleven-month inspection walk-through at the Early Learning Center in May.

V.b.IV. Policy/Title IX - Jaime Manz, Brent Pick, Jodi Pulfer, Mark Lenihan, Misty Beair, Courtney Maas
Discussion: The Policy Committee will meet when new policy updates are available.

V.b.V. Negotiations - Justin Davis, Lynn Junck, Jodi Pulfer, Mark Lenihan
Discussion: No report.

V.b.VI. Legislative - Lynn Junck, Brent Pick, Sylvia Ruhl, Mark Lenihan
Discussion: Dr. Lenihan highlighted Legislative updates.

VI. Boardmanship

VI.a. Review of 2000 Policies

VII. Future Agenda Items
*Second Reading of Policy 5209
*Second Reading of 2026-27 Pre-K ELC Handbook
*Second Reading of 2026-27 Kids Club Handbook
*First Reading of 2026-27 ELC Handbook (Gr. K-2)
*First Reading of 2026-27 Elementary Handbook
*First Reading of 2026-27 7-12 Handbook
*First Reading of 2026-27 Non-Certificated Staff Handbook
*Graduation Chamber Coffee - May 1, 2026, Jr/Sr Auditorium
*Preschool Graduation - Thursday, May 14th at the ELC
*Graduation - Saturday, May 16, 2026, 1:00 p.m., Jr/Sr High School Gym
*Board Review of Policies 3000-3150

VIII. Adjournment

Motion to Adjourn Meeting passed with a motion by Dr. Jodi Pulfer 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
Mr. Brent Pick:	Yes
Dr. Jodi Pulfer:	Yes

Mrs. Sylvia Ruhl: Yes

Discussion: The meeting was adjourned at 6:47 p.m. The next regular meeting will be Monday, May 11, 2026, in the Jr/Sr High School Library.

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Deb Daum, Secretary

Check Detail

Sorted by Activity ID, Site ID.
From 04/01/2026 to 04/30/2026.

Activity ID / Site ID / Check # / Status	Activity Name / Site Name / Issue Date / Status Date	Vendor Name / PO Number	1099?	Invoice Number	Approved by / Description	Amount
1005	ATHLETIC					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001455	04/02/2026	STATE NEBRASKA BANK			Nicole Rager	
Cleared	04/30/2026		No	4.6.26 baseball	4.6.26 JV/V baseball	600.00
001457	04/02/2026	HUDL			Nicole Rager	
Cleared	04/30/2026		No	H00185046	Baseball field camera and software	786.99
001458	04/02/2026	ELKHORN PUBLIC SCHOOLS			Nicole Rager	
Cleared	04/30/2026		No	4.16.26 Kruger/May Invite	4.16.26 Kruger/May Track Invite	250.00
001459	04/02/2026	STANTON PUBLIC SCHOOLS			Nicole Rager	
Cleared	04/30/2026		No	4.9.26 JrH Track	4.9.26 JrH Track invite	145.00
001461	04/06/2026	Tracey Bader			Nicole Rager	
Printed	04/06/2026		No	4.6.26 umpire	4.6.26 umpire V only	100.00
001462	04/06/2026	Bob Bowman			Nicole Rager	
Cleared	04/30/2026		No	Umpire 4.6.26	Umpire 4.6.26 V only	100.00
001463	04/07/2026	TROY TEST			Nicole Rager	
Printed	04/07/2026		No	Umpire 4.7.26	Umpire 4.7.26 V only	100.00
001464	04/07/2026	BEAU VIERGUTZ			Nicole Rager	
Cleared	04/30/2026		No	4.7.26 Umpire	Umpire 4.7.26 V only	100.00
001465	04/07/2026	DOUG KUBIK			Nicole Rager	
Cleared	04/30/2026		No	4.8.26 V Track Starter	4.8.26 V Track Starter	350.00
001466	04/07/2026	STATE NEBRASKA BANK			Nicole Rager	
Cleared	04/30/2026		No	V Track 4.8.26	V Track 4.8.26	600.00
001467	04/07/2026	LAUREL-CONCORD-COLERIDGE HS			Nicole Rager	
Printed	04/07/2026		No	4.22.26 JrH Track	4.22.26 JrH Track	150.00
001471	04/08/2026	WISNER-PILGER SCHOOLS			Nicole Rager	
Void	04/24/2026		No	4.18.26 JV/V Track	4.18.26 JV/V Track	325.00
001471	04/08/2026	WISNER-PILGER SCHOOLS			Nicole Rager	
Void	04/24/2026		No	4.18.26 JV/V Track	4.18.26 JV/V Track	-325.00
001478	04/08/2026	ACE HARDWARE & HOME			Nicole Rager	
Cleared	04/30/2026		No	30436, 30503, 30706	supplies	154.81
001481	04/08/2026	U. S. BANK			Nicole Rager	
Cleared	04/30/2026		No	acct 1572	credit card purchase(s)	647.29

Check Detail

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From 04/01/2026 to 04/30/2026.

Activity ID / Site ID / Check # / Status	Activity Name / Site Name / Issue Date / Status Date	Vendor Name / PO Number	1099?	Invoice Number	Approved by / Description	Amount
1005	ATHLETIC					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001485	04/13/2026	City of York Parks & Rec			Nicole Rager	
Cleared	04/30/2026		No	492026	Levitt Rental - 4.13.26 baseball	250.00
001486	04/13/2026	BOONE CENTRAL HIGH SCHOOL			Nicole Rager	
Cleared	04/30/2026		No	4.18.26 Golf	4.18.26 Golf entry fee	120.00
001487	04/13/2026	BENNINGTON PUBLIC SCHOOLS			Nicole Rager	
Printed	04/13/2026		No	4.21.26 Golf	4.21.26 Golf entry fee	160.00
001488	04/13/2026	WEST POINT BEEMER HIGH SCHOOL			Nicole Rager	
Cleared	04/30/2026		No	4.16.26 JrH Track	4.16.26 JrH Track Entry	150.00
001489	04/13/2026	LAUREL-CONCORD-COLERIDGE HS			Nicole Rager	
Cleared	04/30/2026		No	4.16.26 Golf	4.16.26 Golf Entry Fee	75.00
001490	04/13/2026	STATE NEBRASKA BANK			Nicole Rager	
Cleared	04/30/2026		No	4.14.26 events	4.14.26 events Track & Baseball	1,300.00
001495	04/14/2026	MIKE FLEER			Nicole Rager	
Cleared	04/30/2026		No	4.14.26 umpire	4.14.26 umpire baseball	170.00
001496	04/14/2026	Kyle Cahall			Nicole Rager	
Cleared	04/30/2026		No	Umpire 4.14.26	Umpire 4.14.26 baseball	170.00
001497	04/14/2026	RUSS FLAMIG			Nicole Rager	
Cleared	04/30/2026		No	4.14.26 track timing	4.14.26 track timing	350.00
001498	04/14/2026	PIERCE PUBLIC SCHOOLS			Nicole Rager	
Printed	04/14/2026		No	4.28.26 track entry fee	4.28.26 9/10 track entry fee	150.00
001503	04/16/2026	SEWARD HIGH SCHOOL			Nicole Rager	
Cleared	04/30/2026		No	4.25.26 baseball	4.25.26 baseball entry fee	150.00
001504	04/16/2026	SCHUYLER CENTRAL SCHOOL			Nicole Rager	
Cleared	04/30/2026		No	4.23.26 track	4.23.26 track entry fee	200.00
001507	04/17/2026	STATE NEBRASKA BANK			Nicole Rager	
Cleared	04/30/2026		No	4.20.26 baseball	4.20.26 baseball gate	600.00
001508	04/17/2026	BEAU VIERGUTZ			Nicole Rager	
Cleared	04/30/2026		No	4.20.26 umpire	4.20.26 umpire JV/V baseball	170.00
001509	04/17/2026	CORY LENTON			Nicole Rager	
Cleared	04/30/2026		No	4.20.26 umpire JV/V	4.20.26 umpire JV/V baseball	170.00
001511	04/21/2026	NORFOLK CATHOLIC SCHOOL			Nicole Rager	
Printed	04/21/2026		No	4.27.26 JrH track	4.27.26 JrH track entry	150.00

Check Detail

Sorted by Activity ID, Site ID.
From 04/01/2026 to 04/30/2026.

Activity ID / Site ID / Check # / Status	Activity Name / Site Name / Issue Date / Status Date	Vendor Name / PO Number	1099?	Invoice Number	Approved by / Description	Amount
1005	ATHLETIC					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001512	04/21/2026	BLACK SQUIRREL TIMING			Nicole Rager	
Printed	04/21/2026		Yes	5033	Cancellation Fee 4.7.26	650.00
001516	04/21/2026	TOTAL GRAPHICS			Nicole Rager	
Printed	04/21/2026		Yes	6314	jerseys and awards - Bowling	72.00
001521	04/21/2026	COLUMBUS LAKEVIEW SCHOOL			Nicole Rager	
Printed	04/21/2026		No	4.30.26 Golf	4.30.26 Golf entry	125.00
001523	04/21/2026	BOONE CENTRAL HIGH SCHOOL			Nicole Rager	
Printed	04/21/2026		No	2026Timing05	V track 4.14.26 meet manager	1,263.00
001524	04/21/2026	PLAINVIEW PUBLIC SCHOOL			Nicole Rager	
Printed	04/21/2026		No	4.8.26 V Track	4.8.26 V Track meet manager	1,200.00
001526	04/22/2026	OAKLAND-CRAIG PUBLIC SCHOOLS			Nicole Rager	
Printed	04/22/2026		No	5.2.26 Golf	5.2.26 Golf Entry	125.00
001530	04/27/2026	STATE NEBRASKA BANK			Nicole Rager	
Cleared	04/30/2026		No	4.28.26 baseball	4.28.26 baseball gate	600.00
001533	04/27/2026	WINNER'S CIRCLE			Nicole Rager	
Printed	04/27/2026		No	58457	athletic banquet medals/pins	395.88
001534	04/28/2026	BEAU VIERGUTZ			Nicole Rager	
Printed	04/28/2026		No	4.28.26 umpire	4.28.26 JV/V umpire	170.00
001535	04/28/2026	CORY LENTON			Nicole Rager	
Cleared	04/30/2026		No	4/28/26 umpire	4.28.26 JV/V umpire	170.00
001538	04/30/2026	JOHN PETERS			Nicole Rager	
Printed	04/30/2026		No	Umpire Norfolk 4.27.26	Umpire Norfolk 4.27.26 Baseball	100.00
001539	04/30/2026	TROY TEST			Nicole Rager	
Printed	04/30/2026		No	Umpire Norfolk 4.27.26 Baseball	Umpire Norfolk 4.27.26 Baseball	100.00
001539	04/30/2026	TROY TEST			Nicole Rager	
Printed	04/30/2026		No	5.1.26 umpire JV/V	5.1.26 umpire JV/V	170.00
001540	04/30/2026	STATE NEBRASKA BANK			Nicole Rager	
Printed	04/30/2026		No	Events 5.1 & 5.2	Events 5.1 & 5.2	2,500.00
001543	04/30/2026	BEAU VIERGUTZ			Nicole Rager	
Printed	04/30/2026		No	5.1.26 umpire	5.1.26 umpire JV/V	170.00
001545	04/30/2026	Battle Creek Public Schools			Nicole Rager	
Printed	04/30/2026		No	5.7.26 B Club Invite	5.7.26 B Club Invite Track	180.00

Check Detail

Sorted by Activity ID, Site ID.
From 04/01/2026 to 04/30/2026.

Activity ID / Site ID / Check # / Status	Activity Name / Site Name / Issue Date / Status Date	Vendor Name / PO Number	1099?	Invoice Number	Approved by / Description	Amount
1005	**ATHLETIC**					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001546	04/30/2026	Witt's LLC			Nicole Rager	
Printed	04/30/2026		No	001-02407	Hall of Fame Awards 2026 x3	216.00
					Total for WAYNE - WAYNE COMMUNITY SCHOOLS:	16,625.97
					Total for 1005 - ATHLETIC:	16,625.97
1007	**BASEBALL**					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001481	04/08/2026	U. S. BANK			Nicole Rager	
Cleared	04/30/2026		No	acct 1572	credit card purchase(s)	768.03
001505	04/16/2026	ADAM HOFFMAN			Nicole Rager	
Printed	04/16/2026		No	4.10.26 baseball	4.10.26 baseball meal	453.72
001515	04/21/2026	Stadium Sports			Nicole Rager	
Printed	04/21/2026		No	69379	uniforms	2,606.00
					Total for WAYNE - WAYNE COMMUNITY SCHOOLS:	3,827.75
					Total for 1007 - BASEBALL:	3,827.75
1009	**BOWLING**					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001481	04/08/2026	U. S. BANK			Nicole Rager	
Cleared	04/30/2026		No	acct 1572	credit card purchase(s)	192.33
001516	04/21/2026	TOTAL GRAPHICS			Nicole Rager	
Printed	04/21/2026		Yes	6314	jerseys and awards - Bowling	342.10
					Total for WAYNE - WAYNE COMMUNITY SCHOOLS:	534.43
					Total for 1009 - BOWLING:	534.43
1015	**FOOTBALL**					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001477	04/08/2026	Stadium Sports			Nicole Rager	
Cleared	04/30/2026		No	69352	football lifting shirts	216.00
001480	04/08/2026	Hilton Garden Inn Lincoln			Nicole Rager	
Cleared	04/30/2026		No	1774986198	3.27.26 1 night stay	289.00
001481	04/08/2026	U. S. BANK			Nicole Rager	
Cleared	04/30/2026		No	acct 1572	credit card purchase(s)	240.00
					Total for WAYNE - WAYNE COMMUNITY SCHOOLS:	745.00
					Total for 1015 - FOOTBALL:	745.00

Check Detail

Sorted by Activity ID, Site ID.
From 04/01/2026 to 04/30/2026.

Activity ID / Site ID / Check # / Status	Activity Name / Site Name / Issue Date / Status Date	Vendor Name / PO Number	1099?	Invoice Number	Approved by / Description	Amount
1017	**GIRLS GOLF**					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001481	04/08/2026	U. S. BANK			Nicole Rager	
Cleared	04/30/2026		No	acct 1572	credit card purchase(s)	85.24
001529	04/27/2026	JOSH JOHNSON			Nicole Rager	
Cleared	04/30/2026		No	4.26.26	Girls Golf end of year social	154.89
					Total for WAYNE - WAYNE COMMUNITY SCHOOLS:	240.13
					Total for 1017 - GIRLS GOLF:	240.13
1020	**TRACK/CROSS COUNTRY**					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001479	04/08/2026	AMAZON CAPITAL SERVICES			Nicole Rager	
Cleared	04/30/2026		No	March 2026 purchases	supplies	93.99
001483	04/09/2026	Ascent Pole Rental Co.			Nicole Rager	
Cleared	04/30/2026		No	207	2 pole rentals	465.00
001515	04/21/2026	Stadium Sports			Nicole Rager	
Printed	04/21/2026		No	69400	JrH Track shirts	906.00
					Total for WAYNE - WAYNE COMMUNITY SCHOOLS:	1,464.99
					Total for 1020 - TRACK/CROSS COUNTRY:	1,464.99
1505	**ANNUAL**					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001474	04/08/2026	WALSWORTH			Nicole Rager	
Cleared	04/30/2026		No	6-10910-0 #2	2026 yearbook - second deposit	4,311.15
1511	**FCCLA**					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001531	04/27/2026	S.D. 17 LUNCH FUND			Nicole Rager	
Cleared	04/30/2026		No	PO 2648	concession supplies for Spring Sprints	225.33
001540	04/30/2026	STATE NEBRASKA BANK			Nicole Rager	
Printed	04/30/2026		No	Events 5.1 & 5.2	Events 5.1 & 5.2	750.00
					Total for WAYNE - WAYNE COMMUNITY SCHOOLS:	975.33
					Total for 1511 - FCCLA:	975.33

Check Detail

Sorted by Activity ID, Site ID.
From 04/01/2026 to 04/30/2026.

Activity ID / Site ID / Check # / Status	Activity Name / Site Name / Issue Date / Status Date	Vendor Name / PO Number	1099?	Invoice Number	Approved by / Description	Amount
1512	**FFA**					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001477	04/08/2026	Stadium Sports			Nicole Rager	
Cleared	04/30/2026		No	69351	state FFA shirts	177.16
001481	04/08/2026	U. S. BANK			Nicole Rager	
Cleared	04/30/2026		No	acct 1572	credit card purchase(s)	242.09
001494	04/14/2026	TONI RASMUSSEN			Nicole Rager	
Cleared	04/30/2026		No	4.9.26 DG receipt	4.9.26 DG receipt - banquet	65.81
001502	04/16/2026	NE FFA Assoc.			Nicole Rager	
Cleared	04/30/2026		No	816832	4220 membership fee G Janke	18.00
001517	04/21/2026	NATIONAL FFA ORGANIZATION			Nicole Rager	
Printed	04/21/2026		No	MDE384569	BJGS Plaque -C Ankeny	25.00
001518	04/21/2026	Witt's LLC			Nicole Rager	
Printed	04/21/2026		No	001-02357	engraving	50.00
001519	04/21/2026	Ru-des Mart			Nicole Rager	
Printed	04/21/2026		No	19031	banquet meat & buns	749.99
001520	04/21/2026	TONI RASMUSSEN			Nicole Rager	
Cleared	04/30/2026		No	DG 2.27.26	service project supplies	832.81
001541	04/30/2026	K-Log Inc			Nicole Rager	
Printed	04/30/2026		No	26-338103-1	Colossus Display case	4,355.75
001542	04/30/2026	TOTAL GRAPHICS			Nicole Rager	
Printed	04/30/2026		Yes	6937	Officer Shirts	105.00
					Total for WAYNE - WAYNE COMMUNITY SCHOOLS:	6,621.61
					Total for 1512 - FFA:	6,621.61
1514	**FBLA**					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001481	04/08/2026	U. S. BANK			Nicole Rager	
Cleared	04/30/2026		No	acct 1572	credit card purchase(s)	104.90

Check Detail

Sorted by Activity ID, Site ID.
From 04/01/2026 to 04/30/2026.

Activity ID / Site ID / Check # / Status	Activity Name / Site Name / Issue Date / Status Date	Vendor Name / PO Number	1099?	Invoice Number	Approved by / Description	Amount
1515	JH W.E.B. (WHERE EVERYONE BELONGS)					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001540	04/30/2026	STATE NEBRASKA BANK			Nicole Rager	
Printed	04/30/2026		No	Events 5.1 & 5.2	Events 5.1 & 5.2	400.00
001544	04/30/2026	Jesse Titiml			Nicole Rager	
Printed	04/30/2026		No	5.1.26 JrH Dance DJ	5.1.26 JrH Dance DJ	250.00
					Total for WAYNE - WAYNE COMMUNITY SCHOOLS:	650.00
					Total for 1515 - JH W.E.B. (WHERE EVERYONE BELONGS):	650.00
1535	SPEECH TEAM					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001456	04/02/2026	Pac 'N' Save			Nicole Rager	
Cleared	04/30/2026		No	3.31.26 supplies	March supplies	418.83
001481	04/08/2026	U. S. BANK			Nicole Rager	
Cleared	04/30/2026		No	acct 1572	credit card purchase(s)	154.00
001491	04/13/2026	Parker Kesting			Nicole Rager	
Printed	04/13/2026		No	3.16.26 extra round	3.16.26 extra round	22.50
001492	04/13/2026	Reese Morten			Nicole Rager	
Printed	04/13/2026		No	extra round 3.16.26	3.16.26 extra round	22.50
001506	04/16/2026	STATE NEBRASKA BANK			Nicole Rager	
Cleared	04/30/2026		No	4.18.26 JH Speech	4.18.26 JH Speech concessions	600.00
001525	04/22/2026	NORFOLK JUNIOR HIGH SCHOOL			Nicole Rager	
Cleared	04/30/2026		No	4.24.26 JrH Speech	4.24.26 JrH Speech entry	188.00
001536	04/30/2026	Battle Creek Public Schools			Nicole Rager	
Printed	04/30/2026		No	BC Brave Jr Classic	BC Brave Jr Classic 5.2.26	255.00
001537	04/30/2026	SPEECHWIRE TOURN. SERVICES			Nicole Rager	
Printed	04/30/2026		No	13532	JrH Speech Meet 4.18.26	135.00
					Total for WAYNE - WAYNE COMMUNITY SCHOOLS:	1,795.83
					Total for 1535 - SPEECH TEAM:	1,795.83

Check Detail

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From 04/01/2026 to 04/30/2026.

Activity ID / Site ID / Check # / Status	Activity Name / Site Name / Issue Date / Status Date	Vendor Name / PO Number	1099?	Invoice Number	Approved by / Description	Amount
1540	**STUDENT COUNCIL**					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001473	04/08/2026	LINPEPCO - SIOUXLAND			Nicole Rager	
Cleared	04/30/2026		No	2100279683	pop machine	105.80
2027	**CLASS OF 2027**					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001456	04/02/2026	Pac 'N' Save			Nicole Rager	
Cleared	04/30/2026		No	3.31.26 supplies	March supplies	145.98
001468	04/08/2026	Bloom & Grace, LLC			Nicole Rager	
Cleared	04/30/2026		No	300	prom flowers 2026	119.00
					Total for WAYNE - WAYNE COMMUNITY SCHOOLS:	264.98
					Total for 2027 - CLASS OF 2027:	264.98
3015	**DISTRICT ENTRY FEES**					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001500	04/16/2026	Prairie Hill Montessori Center			Nicole Rager	
Cleared	04/30/2026		No	4.21.26 lunch	4.21.26 lunch for 17	136.00
001501	04/16/2026	South Sioux City High School			Nicole Rager	
Printed	04/16/2026		No	2026-2207824	vocal/band district contest HS	730.00
					Total for WAYNE - WAYNE COMMUNITY SCHOOLS:	866.00
					Total for 3015 - DISTRICT ENTRY FEES:	866.00

Check Detail

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Activity ID / Site ID / Check # / Status	Activity Name / Site Name / Issue Date / Status Date	Vendor Name / PO Number	1099?	Invoice Number	Approved by / Description	Amount
3510	**CONCESSIONS**					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001456	04/02/2026	Pac 'N' Save			Nicole Rager	
Cleared	04/30/2026		No	3.31.26 supplies	March supplies	163.64
001466	04/07/2026	STATE NEBRASKA BANK			Nicole Rager	
Cleared	04/30/2026		No	V Track 4.8.26	V Track 4.8.26	750.00
001469	04/08/2026	Blue Devils Dance Team			Nicole Rager	
Cleared	04/30/2026		No	winter 25/26	Winter concession distributions	465.00
001470	04/08/2026	Providence P.A.L.S			Nicole Rager	
Cleared	04/30/2026		No	25/26 winter	Winter concession distributions	775.00
001490	04/13/2026	STATE NEBRASKA BANK			Nicole Rager	
Cleared	04/30/2026		No	4.14.26 events	4.14.26 events Track & Baseball	750.00
001513	04/21/2026	Wholesale Supply Co., Inc.			Nicole Rager	
Printed	04/21/2026		No	480310	popcorn, season, oil	248.60
001527	04/27/2026	Wholesale Supply Co., Inc.			Nicole Rager	
Printed	04/27/2026		No	480443	Candy and Popcorn supplies	1,138.60
001540	04/30/2026	STATE NEBRASKA BANK			Nicole Rager	
Printed	04/30/2026		No	Events 5.1 & 5.2	Events 5.1 & 5.2	750.00
					Total for WAYNE - WAYNE COMMUNITY SCHOOLS:	5,040.84
					Total for 3510 - CONCESSIONS:	5,040.84
4505	**INDUSTRIAL ARTS**					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001528	04/27/2026	CARHART LUMBER COMPANY			Nicole Rager	
Printed	04/27/2026		No	43248 43545 43525	supplies	70.91

Check Detail

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Activity ID / Site ID / Check # / Status	Activity Name / Site Name / Issue Date / Status Date	Vendor Name / PO Number	1099?	Invoice Number	Approved by / Description	Amount
4510	**POWER DRIVE PROGRAM**					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001475	04/08/2026	WAYNE AUTO PARTS			Nicole Rager	
Cleared	04/30/2026		No	acct 7825	308969 309228 309229	1,175.55
001476	04/08/2026	John's Welding & Tool LLC			Nicole Rager	
Cleared	04/30/2026		No	26526	3/8" h.r. round shaft	36.00
001478	04/08/2026	ACE HARDWARE & HOME			Nicole Rager	
Cleared	04/30/2026		No	30436, 30503, 30706	supplies	90.76
001479	04/08/2026	AMAZON CAPITAL SERVICES			Nicole Rager	
Cleared	04/30/2026		No	March 2026 purchases	supplies	309.89
001499	04/16/2026	BUILDER'S RESOURCE			Nicole Rager	
Cleared	04/30/2026		No	141220	2x4 & plywood	92.09
001510	04/17/2026	Bomgaars			Nicole Rager	
Cleared	04/30/2026		No	acct0181975	Power Drive supplies	482.21
001528	04/27/2026	CARHART LUMBER COMPANY			Nicole Rager	
Printed	04/27/2026		No	43248 43545 43525	supplies	21.89
					Total for WAYNE - WAYNE COMMUNITY SCHOOLS:	2,208.39
					Total for 4510 - POWER DRIVE PROGRAM:	2,208.39
5515	**GRADES 3-6 (ES)**					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001460	04/02/2026	Mahaska Markets - NE			Nicole Rager	
Cleared	04/30/2026		No	MARO0115905	ES coffee	115.82
001481	04/08/2026	U. S. BANK			Nicole Rager	
Cleared	04/30/2026		No	acct 1572	credit card purchase(s)	49.62
001522	04/21/2026	STATE NEBRASKA BANK			Nicole Rager	
Cleared	04/30/2026		No	4.27.26 book fair	4.27.26 book fair change	210.00
					Total for WAYNE - WAYNE COMMUNITY SCHOOLS:	375.44
					Total for 5515 - GRADES 3-6 (ES):	375.44

Check Detail

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Activity ID / Site ID / Check # / Status	Activity Name / Site Name / Issue Date / Status Date	Vendor Name / PO Number	1099?	Invoice Number	Approved by / Description	Amount
5516	**GRADES PREK-2 (ELC)**					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001481	04/08/2026	U. S. BANK			Nicole Rager	
Cleared	04/30/2026		No	acct 1572	credit card purchase(s)	28.00
001493	04/14/2026	JENNIFER THOMAS			Nicole Rager	
Cleared	04/30/2026		No	4.13.26 1st grade	reimb for supplies 1st grade	44.83
001514	04/21/2026	COURTNEY MAAS			Nicole Rager	
Printed	04/21/2026		No	4.16.26 Kinder Roundup	4.16.26 Kinder Roundup supplies	22.00
					Total for WAYNE - WAYNE COMMUNITY SCHOOLS:	94.83
					Total for 5516 - GRADES PREK-2 (ELC):	94.83
5530	**MUSICAL**					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001472	04/08/2026	STATE NEBRASKA BANK			Nicole Rager	
Cleared	04/30/2026		No	4.10.26 Musical	4.10.26 Musical money bag	500.00
001479	04/08/2026	AMAZON CAPITAL SERVICES			Nicole Rager	
Cleared	04/30/2026		No	March 2026 purchases	supplies	886.87
					Total for WAYNE - WAYNE COMMUNITY SCHOOLS:	1,386.87
					Total for 5530 - MUSICAL:	1,386.87
5537	**SPED - TRANSITION (FORMERLY RESOURCE)**					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001456	04/02/2026	Pac 'N' Save			Nicole Rager	
Cleared	04/30/2026		No	3.31.26 supplies	March supplies	193.31
001479	04/08/2026	AMAZON CAPITAL SERVICES			Nicole Rager	
Cleared	04/30/2026		No	March 2026 purchases	supplies	74.07
001481	04/08/2026	U. S. BANK			Nicole Rager	
Cleared	04/30/2026		No	acct 1572	credit card purchase(s)	24.06
					Total for WAYNE - WAYNE COMMUNITY SCHOOLS:	291.44
					Total for 5537 - SPED - TRANSITION (FORMERLY RESOURCE):	291.44

Check Detail

Sorted by Activity ID, Site ID.
From 04/01/2026 to 04/30/2026.

Activity ID / Site ID / Check # / Status	Activity Name / Site Name / Issue Date / Status Date	Vendor Name / PO Number	1099?	Invoice Number	Approved by / Description	Amount
5544	STAFF SUPPORT SERVICES					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001456	04/02/2026	Pac 'N' Save			Nicole Rager	
Cleared	04/30/2026		No	3.31.26 supplies	March supplies	60.72
001481	04/08/2026	U. S. BANK			Nicole Rager	
Cleared	04/30/2026		No	acct 1572	credit card purchase(s)	191.24
					Total for WAYNE - WAYNE COMMUNITY SCHOOLS:	251.96
					Total for 5544 - STAFF SUPPORT SERVICES:	251.96
5605	STUDENT FEES/CHROMEBOOKS					
WAYNE	WAYNE COMMUNITY SCHOOLS					
001532	04/27/2026	AGPARTS WORLDWIDE, INC.			Nicole Rager	
Printed	04/27/2026		No	AR037744	chromebook parts	1,568.40
					Grand Total :	50,422.95

Wayne Public Schools

Cash Summary Report May 2026 Board Meeting

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances
01	General Fund	$5,107,706.95	$728,211.94	($1,085,027.86)	($117.36)	$4,750,773.67	($235.60)
02	Depreciation Fund	$142,446.31	$429.95	($15,993.00)	$0.00	$126,883.26	$0.00
03	Employee Benefit Fund	$12,494.99	$39.16	$0.00	$0.00	$12,534.15	$0.00
05	Activity Fund	$274,315.92	$40,904.25	($50,422.95)	$0.00	$264,797.22	$0.00
06	School Nutrition Fund	$109,505.92	$68,229.28	($97,277.04)	$0.00	$80,458.16	$0.00
07	Bond Fund	$1,173,008.31	$75,811.51	$0.00	$0.00	$1,248,819.82	$0.00
08	Special Building Fund	$2,507,689.41	$18,749.28	($11,981.93)	$0.00	$2,514,456.76	$0.00
09	Qualified Capital Fund	$259,376.28	$831.13	($16,204.10)	$0.00	$244,003.31	$0.00
Sub Total		**$9,586,544.09**	**$933,206.50**	**($1,276,906.88)**	**($117.36)**	**$9,242,726.35**	**($235.60)**

Liabilities	Available
$118.22	$4,750,656.29
$0.00	$126,883.26
($1,391.00)	$11,143.15
$0.00	$264,797.22
$0.03	$80,458.19
$0.00	$1,248,819.82
$0.00	$2,514,456.76
$0.00	$244,003.31
($1,272.75)	**$9,241,218.00**

Wayne Public Schools

Check Report May 2026 Board Meeting

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	
May 2026 Board Warrants	State Nebraska Bank	540943		BOK Financial	$635,118.75	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
BOK Financial		WAYNEPS 6/15/2026	07-2-050000-833-000-004	Building Series 2023 School Building 2024		$220,587.50
BOK Financial		WAYNEPS 6/15/2026	07-2-050000-833-000-024	Building Series 2023 School Building 2024		$414,531.25
Sub Total						**$635,118.75**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	578509	1058	Rasmussen Mechanical Services	$13,840.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Rasmussen Mechanical Services		SRV131654	09-2-025150-720-000-000	replace heat pump ES #307		$13,840.00
Sub Total						**$13,840.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26402	#SocialSchool4EDU	$10,500.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
#SocialSchool4EDU		14-4799	01-2-023100-540-000-010	Social Media Contract 7/2026 to 6/2027		$10,500.00
Sub Total						**$10,500.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26403	417 Helmets	$417.50	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
417 Helmets		2243	01-2-021900-610-001-000	decals for football helmets		$417.50
Sub Total						**$417.50**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26404	Ace Hardware & Home	$188.22	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Ace Hardware & Home		April '26	01-2-026200-610-000-000	31091		$25.51
Ace Hardware & Home		April '26	01-2-026200-610-000-000	31172		$18.41
Ace Hardware & Home		April '26	01-2-026200-610-001-000	30870		$6.34
Ace Hardware & Home		April '26	01-2-026300-431-000-020	31087		$46.00
Ace Hardware & Home		April '26	01-2-026300-431-000-020	handicap signs		$91.96
Sub Total						**$188.22**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26405	Allo Communications	$2,123.08	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Allo Communications		5/15/2026	01-2-011000-382-000-000	Telephones at all schools		$2,123.08
Sub Total						**$2,123.08**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26406	Amazon Capital Services	$1,739.94	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Amazon Capital Services		April purchases	01-2-011000-610-300-000	8811 & 8813 end of year supplies		$34.75
Amazon Capital Services		April purchases	01-2-011000-610-300-000	A Pasvar books SY 26/27		$47.62
Amazon Capital Services		April purchases	01-2-011000-610-300-000	A Pasvar SY 26/27		$146.91
Amazon Capital Services		April purchases	01-2-022200-610-005-000	Sarah O SY 26/27		$115.61
Amazon Capital Services		April purchases	01-2-022200-610-300-000	Sarah O SY 26/27		$80.40
Amazon Capital Services		April purchases	01-2-022300-610-000-000	10212		$16.99
Amazon Capital Services		April purchases	01-2-022300-610-000-000	10251		$193.78
Amazon Capital Services		April purchases	01-2-022300-650-300-000	10251		$161.88
Amazon Capital Services		April purchases	01-2-025100-810-000-020	annual amazon fee		$179.00
Amazon Capital Services		April purchases	01-2-026200-610-001-000	10161		$219.11
Amazon Capital Services		April purchases	01-2-026200-610-005-000	10192 & 10193 bulbs		$405.96
Amazon Capital Services		April purchases	01-2-026300-431-000-020	10200 cub cadet blades		$109.95
Amazon Capital Services		April purchases	01-2-035990-610-000-011	thank you Jr Job shadow		$27.98
Sub Total						**$1,739.94**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	
May 2026 Board Warrants	State Nebraska Bank	537047	26407	Beiermann Electric, LLC	$204.77	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Beiermann Electric, LLC		2306	01-2-026200-431-001-010	HS 600V CC TD fuse x8		$163.60
Beiermann Electric, LLC		2318	01-2-026200-431-001-010	HS electric room 102 outlet		$41.17
Sub Total						**$204.77**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	
May 2026 Board Warrants	State Nebraska Bank	537047	26408	Black Hills Energy	$405.34	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Black Hills Energy		5/13/2026	01-2-026100-621-005-000	N. Gas-Elementary building 312 Douglas St		$405.34
Sub Total						**$405.34**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	
May 2026 Board Warrants	State Nebraska Bank	537047	26409	Black Hills Energy	$852.68	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Black Hills Energy		5/13/2026-2	01-2-026100-621-001-000	N. Gas-Account Number 3700 8343 55 ELC and HS/JH		$365.34
Black Hills Energy		5/13/2026-2	01-2-026100-621-006-000	N. Gas-Account Number 3700 8343 55 ELC and HS/JH		$188.20
Black Hills Energy		5/13/2026-2	01-2-026100-621-300-000	N. Gas-Account Number 3700 8343 55 ELC and HS/JH		$299.14
Sub Total						**$852.68**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	
May 2026 Board Warrants	State Nebraska Bank	537047	26410	Blick Art Materials	$79.13	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Blick Art Materials		7837399	01-2-011000-610-300-000	S Leseberg SY 26/27		$79.13
Sub Total						**$79.13**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	
May 2026 Board Warrants	State Nebraska Bank	537047	26411	Bomgaars	$337.40	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Bomgaars		018-197-5	01-2-011000-610-001-010	18402201 T Cantrell parts		$37.54
Bomgaars		018-197-5	01-2-026300-610-000-000	18402909 snow fence		$119.96
Bomgaars		018-197-5	01-2-026300-610-000-000	18407428 cub cadet maint		$63.93
Bomgaars		018-197-5	01-2-026300-610-000-000	18408220 wheel and belt for cub cadet		$115.97
Sub Total						**$337.40**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	
May 2026 Board Warrants	State Nebraska Bank	537047	26412	Builder's Resource	$29.88	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Builder's Resource		141081	01-2-011000-610-001-010	T Cantrell foam rope PVC cap		$29.88
Sub Total						**$29.88**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	
May 2026 Board Warrants	State Nebraska Bank	537047	26413	C. W. Suter Services	$1,595.02	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
C. W. Suter Services		2604047	01-2-026400-431-001-000	HS HVAC VCCx2 controller 2w-b smoke detector-ER Shutdown Alarm supply fan smoke alarm tripped.		$1,595.02
Sub Total						**$1,595.02**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	
May 2026 Board Warrants	State Nebraska Bank	537047	26414	Carhart Lumber Company	$246.03	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Carhart Lumber Company		2071	01-2-011000-610-001-090	43349 A Jackson		$17.97
Carhart Lumber Company		2071	01-2-011000-610-001-120	43315 D Jueden		$75.28
Carhart Lumber Company		2071	01-2-011000-610-001-120	43370 D Jueden		$78.69
Carhart Lumber Company		2071	01-2-011000-610-001-120	43409 D Jueden		$17.59
Carhart Lumber Company		2071	01-2-011000-610-001-120	43544 D Jueden		$56.50
Sub Total						**$246.03**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	
May 2026 Board Warrants	State Nebraska Bank	537047	26415	Chemsearch FE	$1,317.34	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Chemsearch FE		9600106	01-2-026200-431-005-010	ES water treatment		$1,317.34
Sub Total						**$1,317.34**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	
May 2026 Board Warrants	State Nebraska Bank	537047	26416	City of Wayne	$20,054.40	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
City of Wayne		5/11/2026	01-2-026100-410-001-000	Utilities		$1,150.09
City of Wayne		5/11/2026	01-2-026100-410-005-000	Utilities		$1,147.47
City of Wayne		5/11/2026	01-2-026100-410-006-000	Utilities		$626.45
City of Wayne		5/11/2026	01-2-026100-410-300-000	Utilities		$869.43
City of Wayne		5/11/2026	01-2-026100-621-001-010	Utilities		$4,875.43
City of Wayne		5/11/2026	01-2-026100-621-005-010	Utilities		$5,591.32
City of Wayne		5/11/2026	01-2-026100-621-006-010	Utilities		$2,545.96
City of Wayne		5/11/2026	01-2-026100-621-300-010	Utilities		$3,248.25
Sub Total						**$20,054.40**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	
May 2026 Board Warrants	State Nebraska Bank	537047	26417	City of Wayne- Interlocal	$4,075.68	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
City of Wayne- Interlocal		April 2026	01-2-026600-340-000-000	SRO Services		$4,075.68
Sub Total						**$4,075.68**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	
May 2026 Board Warrants	State Nebraska Bank	537047	26418	Cole Papers Inc.	$3,126.78	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Cole Papers Inc.		10711659	01-2-026200-610-000-000	custodial supplies dist		$2,899.78
Cole Papers Inc.		10703541	01-2-026200-610-000-000	hose w/ cuffs x3 wands x3		$227.00
Sub Total						**$3,126.78**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	
May 2026 Board Warrants	State Nebraska Bank	537047	26419	Constellation NewEnergy Gas Div., LLC	$6,554.88	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Constellation NewEnergy Gas Div., LLC		4580567	01-2-026100-621-001-000	N. Gas		$2,177.44
Constellation NewEnergy Gas Div., LLC		4580567	01-2-026100-621-005-000	N. Gas		$2,186.84
Constellation NewEnergy Gas Div., LLC		4580567	01-2-026100-621-006-000	N. Gas		$1,121.71
Constellation NewEnergy Gas Div., LLC		4580567	01-2-026100-621-300-000	N. Gas		$1,068.89
Sub Total						**$6,554.88**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	
May 2026 Board Warrants	State Nebraska Bank	537047	26420	Craig Frerichs	$525.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Craig Frerichs		4.8.26	01-2-026200-431-000-010	Safety & Security Visit		$525.00
Sub Total						**$525.00**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	
May 2026 Board Warrants	State Nebraska Bank	537047	26421	Discount School Supply	$365.18	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Discount School Supply		0064408123	01-2-011000-610-005-010	011207850101 A Phipps SY26-27		$33.04
Discount School Supply		0064408123	01-2-011000-610-300-000	011207900101 S Leseberg SY 26/27		$42.66
Discount School Supply		0064408123	01-2-012003-610-005-000	011207870102 N Daum SY 26/27		$46.99
Discount School Supply		011207870101	01-2-012003-610-005-000	N Daum SY 26/27		$242.49
Sub Total						**$365.18**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount
May 2026 Board Warrants	State Nebraska Bank	537047	26422	Eakes Office Solutions	$214.18

Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Eakes Office Solutions		814024 April	01-2-024100-610-005-000	staples cartridge ES		$85.45
Eakes Office Solutions		814024 April	01-2-024100-610-300-000	9315680-0 staple cartridge ELC		$84.19
Eakes Office Solutions		814024 April	01-2-025100-443-000-000	E-cont 13447-01 E Goldfax contract		$44.54
Sub Total						**$214.18**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26423	Electronic Contracting Company Inc.	$469.05	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Electronic Contracting Company Inc.		86544	01-2-026100-350-000-000	12/1/2025 to 2/28/2026 fire alarm monitoring ES		$85.05
Electronic Contracting Company Inc.		86544	01-2-026100-350-000-000	5/1/26 to 4/30/27 fire alarm monitoring HS		$384.00
Sub Total						**$469.05**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26424	ESU #1	$500.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
ESU #1		Trainings and Meetings	01-2-012003-330-000-001	SPED director meeting		$25.00
ESU #1		Trainings and Meetings	01-2-012003-330-000-001	TIP workday dist sped		$25.00
ESU #1		Trainings and Meetings	01-2-022130-330-001-000	MAP growth x3		$75.00
ESU #1		Trainings and Meetings	01-2-022130-330-005-000	HAL planning x2		$50.00
ESU #1		Trainings and Meetings	01-2-022130-330-005-000	MAP growth X2		$50.00
ESU #1		Trainings and Meetings	01-2-022130-330-005-000	Strategies for successful teaching X2		$100.00
ESU #1		Trainings and Meetings	01-2-022130-330-006-000	Strategies for successful teaching X1		$50.00
ESU #1		Trainings and Meetings	01-2-022130-330-300-000	IPG training X3		$75.00
ESU #1		Trainings and Meetings	01-2-022130-330-300-000	Strategies for Successful teaching X1		$25.00
ESU #1		Trainings and Meetings	01-2-022300-330-000-000	LAN meeting		$25.00
Sub Total						**$500.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26425	Fast Pik #3	$3,022.07	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Fast Pik #3		5/1/2026	01-2-021900-626-001-011	Vehicle Fuel		$20.34
Fast Pik #3		5/1/2026	01-2-021900-626-001-030	Vehicle Fuel		$97.86
Fast Pik #3		5/1/2026	01-2-024100-580-001-000	Vehicle Fuel		$35.48
Fast Pik #3		5/1/2026	01-2-024100-626-001-000	Vehicle Fuel		$903.13
Fast Pik #3		5/1/2026	01-2-026500-626-000-000	Vehicle Fuel		$1,256.13
Fast Pik #3		5/1/2026	01-2-027100-626-000-010	Vehicle Fuel		$709.13
Sub Total						**$3,022.07**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26426	Fire Protection Services, LLC	$1,115.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Fire Protection Services, LLC		35904	01-2-026400-431-005-000	duct detector 4.3.26 replaced alarm ES		$1,115.00
Sub Total						**$1,115.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26427	First Student, Inc.	$52,777.37	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
First Student, Inc.		12115983	01-2-027100-519-000-000	Bussing		$46,427.70
First Student, Inc.		12115983	01-2-027100-519-001-000	Bussing		$3,362.05
First Student, Inc.		12115983	01-2-027100-519-001-010	Bussing		$1,731.97
First Student, Inc.		12115983	01-2-027100-626-000-000	Bussing		$1,255.65
Sub Total						**$52,777.37**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26428	Flinn Scientific, Inc.	$11.68	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Flinn Scientific, Inc.		3262070	01-2-011000-610-005-010	2 packs of cotton balls A Phipps SY 26/27		$11.68
Sub Total						**$11.68**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	

May 2026 Board Warrants	State Nebraska Bank	537047	26429	Glass Edge, Inc.	$89.35	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Glass Edge, Inc.		77476	01-2-026200-431-001-010	Install screen in frame HS		$89.35
Sub Total						**$89.35**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26430	Hampton Inn - Kearney, NE EARTS	$1,567.60	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Hampton Inn - Kearney, NE EARTS		1776448088	01-2-021900-580-001-010	FBLA state lodging 5 rooms		$649.75
Hampton Inn - Kearney, NE EARTS		1775232310	01-2-023200-580-000-000	sup lodging 3.27.26		$246.05
Hampton Inn - Kearney, NE EARTS		96321964 97636012	01-2-063100-580-000-000	2 nights 2 rooms S. Westerhold for Conference for Title II Saint Marys		$671.80
Sub Total						**$1,567.60**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26431	Harris School Solutions	$1,308.17	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Harris School Solutions		DATMN0003510	01-2-025100-650-000-000	AAWEB Annual Fee 7/26 to 6/27		$1,308.17
Sub Total						**$1,308.17**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26432	Heartland Counseling Services, Inc.	$3,000.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Heartland Counseling Services, Inc.		3871	01-2-021400-340-001-000	social work April 2026		$1,200.00
Heartland Counseling Services, Inc.		3871	01-2-021400-340-005-000	social work April 2026		$1,200.00
Heartland Counseling Services, Inc.		3871	01-2-021400-340-006-000	social work April 2026		$600.00
Sub Total						**$3,000.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26433	Holiday Inn Express - Lincoln Downtown	$2,016.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Holiday Inn Express - Lincoln Downtown		Acct 780	01-2-021900-580-001-010	2 nights 7 rooms FCCLA state lodging		$2,016.00
Sub Total						**$2,016.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26434	Hometown Leasing	$2,860.42	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Hometown Leasing		5.4.26	01-2-025100-443-000-000	47799810 $2279.87 47801251 $135.36 47801267 $325.06 47801813 $120.13		$2,860.42
Sub Total						**$2,860.42**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26435	J.W. Pepper & Son Inc.	$127.73	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
J.W. Pepper & Son Inc.		PO 10237	01-2-011000-610-001-060	T Anderson 368494517		$37.99
J.W. Pepper & Son Inc.		PO 10237	01-2-011000-610-001-060	T Anderson 368495833		$89.74
Sub Total						**$127.73**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26436	Ken's Band Instrument Repair	$360.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Ken's Band Instrument Repair		April	01-2-011000-350-001-000	clarinet		$215.00
Ken's Band Instrument Repair		April	01-2-011000-350-001-000	fhorn repair		$20.00
Ken's Band Instrument Repair		April	01-2-011000-350-005-000	Flute & Sax repair		$60.00
Ken's Band Instrument Repair		April	01-2-011000-350-006-000	flute adjustment		$65.00
Sub Total						**$360.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26437	Koch, Kiley J	$221.85	

Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Koch, Kiley J		4/17/26	01-2-021900-580-001-010	FBLA state travel gas		$100.66
Koch, Kiley J		4.27.26	01-2-035990-610-000-011	Scooters, Short Stop, The Table, Fiesta Brava gift cards reimb		$121.19
Sub Total						**$221.85**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26438	Lakeshore Learning Materials, LLC	$224.21	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Lakeshore Learning Materials, LLC		93710165 93710167	01-2-011000-610-005-010	J Belt SY 26/27		$58.60
Lakeshore Learning Materials, LLC		93710165 93710167	01-2-012003-610-005-000	N Daum SY 26/27		$165.61
Sub Total						**$224.21**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26439	Mackin Educational Resources	$1,135.61	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Mackin Educational Resources		971409 975464	01-2-022200-640-001-000	JrH HS library books		$1,135.61
Sub Total						**$1,135.61**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26440	Main Street Garage, LLC	$825.75	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Main Street Garage, LLC		22658	01-2-027300-350-000-000	2016 Ford Expedition AC repair		$825.75
Sub Total						**$825.75**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26441	McGraw-Hill LLC	$1,119.34	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
McGraw-Hill LLC		140530282001	01-2-011000-610-300-000	Early Inter. Reading ELC A Hoffman SY 26-27		$1,119.34
Sub Total						**$1,119.34**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26442	Menards - Norfolk	$944.37	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Menards - Norfolk		90225	01-2-026300-431-000-020	bullcrete patch		$944.37
Sub Total						**$944.37**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26443	Midbell Music, Inc.	$392.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Midbell Music, Inc.		ACCT 27080	01-2-011000-350-006-000	11014082 B sax repair		$292.02
Midbell Music, Inc.		ACCT 27080	01-2-011000-610-006-110	11020533 sax harness x 2		$99.98
Sub Total						**$392.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26444	Midwest Grads	$1,735.85	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Midwest Grads		3.30.26	01-2-021900-890-001-000	Grad supplies 2026		$1,735.85
Sub Total						**$1,735.85**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26445	Nebraska Council Of School Administrators	$372.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Nebraska Council Of School Administrators		June 8-10	01-2-022130-330-001-000	NCE conference Ag food & nat resources. NAEA young member event e16765-735874 e16766-735873		$372.00
Sub Total						**$372.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26446	One Source	$32.50	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**

One Source		2022204738	01-2-025700-340-000-000	April 2026 background checks		$32.50
Sub Total						**$32.50**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26447	Pac 'n' Save	$908.35	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Pac 'n' Save		2026 April Statement	01-2-011000-610-000-000	Water		$15.00
Pac 'n' Save		2026 April Statement	01-2-011000-610-001-030	HS FCS		$511.34
Pac 'n' Save		2026 April Statement	01-2-011000-610-006-030	PO 9269 JRH FCS		$40.34
Pac 'n' Save		2026 April Statement	01-2-033000-610-005-000	Kids Club 4.9.26 $17.87 4.14.26 $10.72 4.30.26 $15.28		$43.87
Pac 'n' Save		2026 April Statement	01-2-035990-610-000-011	Jr Job Shadow		$297.80
Sub Total						**$908.35**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26448	Perry Law Firm	$760.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Perry Law Firm		257	01-2-023300-317-000-000	Legal Fees Acct 4435.10000		$760.00
Sub Total						**$760.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26449	Plunkett's/Varment Guard	$356.65	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Plunkett's/Varment Guard		10482985	01-2-026200-431-000-010	4/16/26 W23059006 pest control		$271.65
Plunkett's/Varment Guard		10492199	01-2-026200-431-000-010	ELC Pest Control		$85.00
Sub Total						**$356.65**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26450	Prime Communications, Inc	$7,489.01	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Prime Communications, Inc		Prime	01-2-022300-330-000-000	101419 gentec assessment & optimization		$1,260.00
Prime Communications, Inc		Prime	01-2-022300-650-000-010	101552 keyfobs		$964.94
Prime Communications, Inc		Prime	01-2-022300-650-000-010	101715 stopper station button		$2,720.13
Prime Communications, Inc		Prime	01-2-022300-650-005-000	101171 camera connection push plate		$1,433.23
Prime Communications, Inc		Prime	01-2-022300-650-005-000	101526 door interface relay		$1,110.71
Sub Total						**$7,489.01**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26451	Providence Community Pharmacy	$15.48	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Providence Community Pharmacy		4.30.26	01-2-012003-610-001-011	Super-abs underpads Large		$15.48
Sub Total						**$15.48**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26452	Quill LLC	$1,005.83	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Quill LLC		4294164	01-2-011000-610-005-010	48509330 SY 26/27		$22.08
Quill LLC		4294164	01-2-011000-610-005-010	48509359 SY 26/27		$35.28
Quill LLC		acct 4294164	01-2-011000-610-005-010	48509386 A Phipps		$60.84
Quill LLC		acct 4294164	01-2-011000-610-005-010	48517863 J Belt		$38.71
Quill LLC		acct 4294164	01-2-011000-610-005-010	48518280 A Phipps		$32.29
Quill LLC		acct 4294164	01-2-011000-610-005-010	48518298 J Belt		$13.29
Quill LLC		acct 4294164	01-2-011000-610-005-010	48535531 A Phipps		$25.49
Quill LLC		acct 4294164	01-2-011000-610-005-010	48537108 A Phipps		$187.03
Quill LLC		4294164	01-2-011000-610-006-010	48509443 SY 26/27		$17.84
Quill LLC		acct 4294164	01-2-011000-610-300-000	48509401 C Petersen		$10.67
Quill LLC		4294164	01-2-011000-610-300-000	48509447 SY 26/27		$10.67
Quill LLC		4294164	01-2-011000-610-300-000	48509466 SY 26/27		$8.26
Quill LLC		acct 4294164	01-2-011000-610-300-000	48518257 L Meyer		$53.44
Quill LLC		acct 4294164	01-2-011000-610-300-000	48519401 J Loberg		$25.58

Quill LLC		acct 4294164	01-2-011000-610-300-000	48535687 J Loberg		$93.98
Quill LLC		acct 4294164	01-2-011000-610-300-000	48537021 C Petersen		$14.78
Quill LLC		acct 4294164	01-2-011500-610-000-000	48535526 C Smith		$46.74
Quill LLC		acct 4294164	01-2-012003-610-005-000	48518831 N Daum		$110.26
Quill LLC		acct 4294164	01-2-024100-610-300-000	48535803 C Maas		$101.80
Quill LLC		4294164	01-2-025100-610-000-000	48453680 cardstock		$96.80
Sub Total						**$1,005.83**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26453	Rasmussen Mechanical Services	$427.56	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Rasmussen Mechanical Services		SRV132141	01-2-026400-431-006-000	HVAC in K Muir JrH		$427.56
Sub Total						**$427.56**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26454	Really Good Stuff, LLC	$66.88	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Really Good Stuff, LLC		9414136	01-2-011000-610-300-000	9174287 C Petersen SY 26/27		$58.16
Really Good Stuff, LLC		9414136	01-2-011000-610-300-000	9414136 J Loberg SY 26/27		$8.72
Sub Total						**$66.88**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26455	S.D. 17 Activity Fund	$136.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
S.D. 17 Activity Fund		4/21/26	01-2-035990-610-000-011	17 lunches for class @ Montessori school		$136.00
Sub Total						**$136.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26456	S.D. 17 Lunch Fund	$4,975.78	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
S.D. 17 Lunch Fund		April '26	01-1-013700-000-000-000	April PreK meals		$1,933.30
S.D. 17 Lunch Fund		March 2026	01-1-013700-000-000-000	Pre K meals		$1,927.00
S.D. 17 Lunch Fund		March 2026	01-2-011900-610-300-000	Prek snacks		$296.23
S.D. 17 Lunch Fund		April '26	01-2-033000-610-005-000	kids club snacks & milk April		$380.41
S.D. 17 Lunch Fund		March 2026	01-2-033000-610-005-000	Kids club snacks and milk		$438.84
Sub Total						**$4,975.78**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26457	S2 Roll Offs LLC	$875.24	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
S2 Roll Offs LLC		405758	01-2-026200-410-000-010	sanitation May 2026		$875.24
Sub Total						**$875.24**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26458	Scholastic Inc.	$19,932.76	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Scholastic Inc.		14181442	01-2-063010-610-300-002	CLSD grant - books		$19,932.76
Sub Total						**$19,932.76**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26459	School Pride	$129.50	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
School Pride		109708	01-2-011000-610-001-010	ACT nameplates		$129.50
Sub Total						**$129.50**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26460	School Specialty, LLC	$603.90	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
School Specialty, LLC		acct 422251	01-2-011000-610-005-010	208136932719 J Belt		$85.74
School Specialty, LLC		acct 422251	01-2-011000-610-300-000	208136932711 J Thomas & A Loberg		$72.86

School Specialty, LLC		422251	01-2-011000-610-300-000	208136938534 E Rockhill K grades SY 26/27		$79.07
School Specialty, LLC		422251	01-2-011000-610-300-000	308104859463 C Petersen ELC SY 26/27		$70.20
School Specialty, LLC		acct 422251	01-2-011000-610-300-060	A Pasvar 208136932775		$36.39
School Specialty, LLC		acct 422251	01-2-011500-610-000-000	C Smith 208136932775		$36.04
School Specialty, LLC		422251	01-2-012003-610-005-000	308104860184 N Daum ES SPED SY 26-27		$223.60
Sub Total						**$603.90**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26461	Security Shredding Services	$40.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Security Shredding Services		24340	01-2-025100-310-000-020	document shredding 1 load		$40.00
Sub Total						**$40.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26462	Staples	$2,280.23	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Staples		6058694306	01-2-011000-610-001-130	8 ft banquet tables x 20		$1,789.20
Staples		DET1814971	01-2-011000-610-005-010	6060917832 J Belt		$52.02
Staples		DET1814971	01-2-011000-610-300-000	6060917828 S Leseberg		$30.52
Staples		DET1814971	01-2-011000-610-300-000	6060917830 J Loberg		$9.92
Staples		DET1814971	01-2-011000-610-300-000	6060917836 S Leseberg		$119.41
Staples		1814971	01-2-011000-610-300-000	6061053033 J Loberg SY 26/27		$37.57
Staples		1814971	01-2-011000-610-300-000	6061159657 S Leseberg SY 26/27		$32.99
Staples		1814971	01-2-011000-610-300-000	6061159658 J Loberg SY 26/27		$24.98
Staples		DET1814971	01-2-011500-610-000-000	6060917834 C Smith		$141.89
Staples		6061233757	01-2-011500-610-000-000	C Smith ELL SY 26/27		$41.73
Sub Total						**$2,280.23**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26463	Teacher Synergy, LLC	$100.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Teacher Synergy, LLC		305542619	01-2-011000-610-001-100	PO 9042 Ag 8 curriculum		$100.00
Sub Total						**$100.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26464	Teaching Strategies, LLC	$4,185.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Teaching Strategies, LLC		INV238066	01-2-035400-000-300-002	6 hours of unlocking the science of reading Prof Development		$4,185.00
Sub Total						**$4,185.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26465	U.S. Bank	$8,029.15	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
U.S. Bank		April 26 statement	01-2-012001-580-000-000	M Gubbels lodging		$360.98
U.S. Bank		April 26 statement	01-2-012003-580-001-001	K Heath lodging		$360.98
U.S. Bank		April 26 statement	01-2-012003-580-001-001	SPED Zoo trip		$85.50
U.S. Bank		April 26 statement	01-2-012003-610-300-000	ELC t supplies		$62.75
U.S. Bank		April 26 statement	01-2-021900-580-001-010	state FFA lodging		$2,083.81
U.S. Bank		April 26 statement	01-2-021900-580-001-010	state lodging		$185.62
U.S. Bank		April 26 statement	01-2-021900-580-001-020	state speech		$151.38
U.S. Bank		April 26 statement	01-2-021900-580-006-000	JrH science state		$31.25
U.S. Bank		April 26 statement	01-2-021900-580-006-000	JRH state science lodging		$447.00
U.S. Bank		April 26 statement	01-2-021900-626-001-000	FFA state fuel		$64.52
U.S. Bank		April 26 statement	01-2-021900-810-001-000	Math Competition - L Gilliland students		$150.00
U.S. Bank		April 26 statement	01-2-022130-330-001-000	Toni R prof development		$299.00
U.S. Bank		April 26 statement	01-2-022200-610-005-000	DG ES library supplies		$8.65

U.S. Bank		April 26 statement	01-2-022200-610-300-000	DG ELC library		$9.50
U.S. Bank		April 26 statement	01-2-022300-890-000-000	WEB Network Solutions		$144.75
U.S. Bank		April 26 statement	01-2-023200-580-000-000	travel & meals		$100.95
U.S. Bank		April 26 statement	01-2-024100-610-001-000	Honors award pins		$317.61
U.S. Bank		April 26 statement	01-2-024100-810-300-000	NCSA &NAESP dues C. Maas		$694.00
U.S. Bank		April 26 statement	01-2-025100-531-000-000	postage		$10.65
U.S. Bank		April 26 statement	01-2-025100-580-000-000	meal		$15.14
U.S. Bank		April 26 statement	01-2-025100-610-000-000	staff id badges x3		$40.94
U.S. Bank		April 26 statement	01-2-025100-610-000-000	staff lanyards x150		$123.56
U.S. Bank		April 26 statement	01-2-027300-350-000-000	bus seat for small bus		$2,189.24
U.S. Bank		April 26 statement	01-2-035990-610-000-011	college access grant		$91.37
Sub Total						**$8,029.15**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26466	Wayne Herald	$790.41	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Wayne Herald		April AD	01-2-023100-540-000-000	April 2026 Advertising		$790.41
Sub Total						**$790.41**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26467	Wildcat Lanes	$700.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Wildcat Lanes		1114	01-2-021900-440-000-000	4 days of JrH Bowling R Sweetland classes		$700.00
Sub Total						**$700.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	537047	26468	Wilson Language Training Corp.	$221.40	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Wilson Language Training Corp.		INV134719	01-2-011000-610-300-000	A Hoffman SY 26/27		$221.40
Sub Total						**$221.40**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF4.14.26	State Nebraska Bank	540978	6080	Buller Fixture Company	$959.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Buller Fixture Company		B004276	06-2-031000-610-000-000	Edlund can opener		$959.00
Sub Total						**$959.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF4.14.26	State Nebraska Bank	540978	6081	Cash-Wa Distributing	$12,738.50	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Cash-Wa Distributing		March '26	06-2-031000-610-000-000	15026052 $2743.27 15026051 $1509.45 15028817 $238.88 15033608 $1401.75 15041388 $2180.47 C15043826 $1038.17		$938.89
Cash-Wa Distributing		March '26	06-2-031000-630-000-000	15026052 $2743.27 15026051 $1509.45 15028817 $238.88 15033608 $1401.75 15041388 $2180.47 C15043826 $1038.17		$11,799.61
Sub Total						**$12,738.50**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF4.14.26	State Nebraska Bank	540978	6082	Earthgrains Baking Companies, Inc.	$1,385.75	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Earthgrains Baking Companies, Inc.		46673	06-2-031000-630-000-000	15592 $241.50 15687 $493.35 15749 $426.65 15841 $324.35		$1,385.75
Sub Total						**$1,385.75**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	

LF4.14.26	State Nebraska Bank	540978	6083	Hiland Dairy	$6,223.28	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Hiland Dairy		3.31.26	06-2-031000-630-000-000	chocolate $4383.26 white $1366.61 skim $447.83 buttermilk $25.59		$6,223.28
Sub Total						**$6,223.28**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF4.14.26	State Nebraska Bank	540978	6084	Nebraska School Nutrition Association	$325.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Nebraska School Nutrition Association		Conference 6.28.26	06-2-031000-810-000-000	member registration full conference 6.28.26 Teresa T.		$325.00
Sub Total						**$325.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF4.14.26	State Nebraska Bank	540978	6085	Pac 'n' Save	$32.48	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Pac 'n' Save		1282	06-2-031000-630-000-000	soap pads & jelly beans		$32.48
Sub Total						**$32.48**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF4.14.26	State Nebraska Bank	540978	6086	Sysco	$29,305.67	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Sysco		March 2026	06-2-031000-610-000-000	661834996 $5664.07 661846691 $4766.10 661858143 $7114.31 661869423 $5686.27 661884150 $3374.41		$3,374.41
Sysco		March 2026	06-2-031000-630-000-000	661834996 $5664.07 661846691 $4766.10 661858143 $7114.31 661869423 $5686.27 661884150 $25931.26		$25,931.26
Sub Total						**$29,305.67**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF4.14.26	State Nebraska Bank	540978	6087	UNL-Attn. Child Nutrition Training	$380.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
UNL-Attn. Child Nutrition Training		3.27.26	06-2-031000-810-000-000	Tina Brudigam reg. fee		$380.00
Sub Total						**$380.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF4.14.26	State Nebraska Bank	540978	6088	US Foods	$666.39	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
US Foods		5453339	06-2-031000-630-000-000	food supplies		$666.39
Sub Total						**$666.39**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF4.14.26	State Nebraska Bank	540978	6089	Vestis	$618.60	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Vestis		2026 March	06-2-031000-610-000-000	6380355123 $150.21 6380356748 $150.21 6380358394 $159.09 6380360180 $159.09		$618.60
Sub Total						**$618.60**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF4.14.26	State Nebraska Bank	540978	6090	Wayne County Farm Bureau	$4,752.35	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Wayne County Farm Bureau		3.4.26	06-2-031000-630-000-000	processed 1.29.26 beef		$4,752.35
Sub Total						**$4,752.35**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
May 2026 Board Warrants	State Nebraska Bank	540978	6099	Fast Pik #3	$122.23	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**

Fast Pik #3		5/1/2026	06-2-031000-580-000-000	Vehicle Fuel		$122.23
Sub Total						**$122.23**
Grand Total						**$891,677.48**

May Honor Recognition Recipients

Power Drive Team

Abigail Allvin
Bobby Bates
Ayden Blickenstaff
Mason Blickenstaff
Allan Brenner
Joshua Doring
Callen Gamble
Wyatt Hawkins
James Heil
Tyler Johnson
Clayton Koenig
Quinten Kuester
Landon Kuester

Early Learning Center Preschool Graduates

Nolan Burbach
Braxton Krusemark
Yenier Rodriguez
Saray Grave Guitierrez
Nayeli Grave Guitierrez
Hiram Alonzo Villa
Luke Dutcher
Leyton Masters
Marta Lopez Tambriz
Rhodes Whitt
Kyle Shultheis
Santos Reynoso
Ensley Brunssen
Luca Sanchez
Brayden Sage
Piper Berger
Wyatt Dickes
Grayson Essmann
Thomas Grave Gutierrez
Bryleigh Hader
Maverick Havranek
Knox Henderson
Asher Hilkemann
Kennedy Hoffman
Jocko Kardell
Nikola Lopez-Zuniga
Raelynn McDonald
Aiden Meredith
Ian Montejo Barrera
Julieta Parra Coghlan
Laury Rodriguez
Jaxon Simeon
Isabella Sanchez Solano
Dalton Victor
Maverick Young

Pierce Honor Band Students

Jack Wieland
Penelope Zavada-Cupp
Sadi Fredrickson
Sarah Kuchta
Benjamin Patefield

Conference Honor Band Students

Marie Allemann
Adrienne Anderson
Gavin Anderson
Aidan Bohnert
Landen Claussen
Isaac Fowle
Kayleigh Graybeal
Grace Junck
Konnor Kai
Madilyn Korth
Mariluz Mateo Segundo
Lainey Meyer
Caleb Raulston
Colby Raulston
Joselyn Saltzman

Sharon Vasquez Flores	Karla Wynia	Dean Young
Cole Zach	Alexandria Ziska	Maddox Ziska

Wayne State College Honor Band Students

Penelope Zavada-Cupp	Molly Allemann	Sadi Fredrickson
Sarah Kuchta	Benjamin Patefield	Aidan Bohnert
Lainey Meyer	Karla Wynia	Dean Young

Stanton Honor Band Students

Penelope Zavada-Cupp	Benjamin Patefield	Sarah Kuchta
Samuel Dramse	Nash Hansen	Grant Law
Gracie Janke	Adalynn Hays	

Nebraska All-State Band and Alternate for the Nebraska All-State Jazz Band

Aidan Bohnert

State Science Fair Participants

Sarah Kuchta	Benjamin Patefield	Melany Mejia Ixcot
Ashlyn Trautman		

Students

School Library Materials and Parent Access

The District will provide parents, guardians, and educational decisionmakers access to information regarding books available in the District's school library, and an opportunity to receive notification when their student checks out a library book.

For purposes of this Policy, the "school library" means the collection of books maintained by the District in a library or media center, as designated by the Superintendent or designee, located on school property and managed by District staff for student circulation. The term "school library" does not include: (1) classroom libraries or book collections maintained by individual teachers; (2) instructional textbooks or curriculum materials issued to students; (3) digital instructional materials, online databases, or subscription research services; and (4) materials accessed through a library not managed or supervised by the District. For purposes of this policy, a "book" means a bound or printed work cataloged within the District's school library circulation system.

The District will maintain a catalog of books available in each designated library. Such catalog will be made available for viewing by parents, guardians, and educational decisionmakers through a method designated by the Superintendent or designee.

The District will provide parents, guardians, and educational decisionmakers the opportunity to opt-in to receive notification when their student checks out a book from a designated library. If a parent, guardian, or educational decisionmaker elects to receive such notifications, the District shall provide such notice, which will include the: (1) title of the book; (2) author(s); and (3) date the book must be returned.

Requests to receive library checkout notifications must be submitted through a written request or through a process identified by the Superintendent or designee.

The Superintendent or designee may develop procedures to implement this Policy, and staff, parents, guardians, and educational decisionmakers must follow these procedures.

Legal Reference: Neb. Rev. Stat. §79-533.04

Date of Adoption: May 11, 2026

WAYNE COMMUNITY SCHOOLS

EARLY LEARNING CENTER

Learning for Life

Preschool Handbook 2026-2027

Wayne Early Learning Center
903 West 7th St.
Wayne, NE 68787
402-833-1450

Principal
Courtney Maas

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Forward

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 and Wayne Early Learning Center. Every family is responsible for becoming familiar with the handbook and discussing the expectations and information with their child. Parents are encouraged to use this handbook as a resource and to assist their child in following the expectations 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 statues and regulations.

Wayne Board of Education

President

- Jaime Manz jamanz1@waynebluedevils.org

Vice President

- Justin Davis jjudavis1@waynebluedevils.org

Recording Secretary

- Deb Daum dedaum1@waynebluedevils.org

Board Treasurer

- Darian Stoltenberg dastolt1@waynebluedevils.org

Member

- Jodi Pulfer jopulfe1@waynebluedevils.org

Member

- Lynn Junck lyjunck1@waynebluedevils.org

Member

- Brent Pick brpick1@waynebluedevils.org

Member

- Sylvia Ruhl syruhl1@waynebluedevils.org

Board Members may be contacted by calling the Wayne District Office at (402) 375-3150.

Wayne Administrative Team

Mark Lenihan - Superintendent

malenih1@waynebluedevils.org

Dr. Lenihan serves as the Superintendent of Wayne Community Schools, leading with a vision of excellence, innovation, and student-centered growth. His commitment to fostering a supportive and forward-focused learning environment inspires success for all students.

Misty Beair - Student Services Director

mibeair1@waynebluedevils.org

Mrs. Beair serves as the Director of Early Learning and Student Services for Wayne Community Schools, committed to creating supportive, inclusive, and future-focused opportunities for all students to thrive.

Courtney Maas - Preschool-2nd Grade Principal

comaas1@waynebluedevils.org

Mrs. Maas serves as the PreK–2nd Grade Principal at Wayne Community Schools, leading primary learners with a focus on joyful growth, strong foundations, and meaningful family partnerships that support each child's success.

Andi Diediker - 3rd-6th Grade Principal

andiedi1@waynebluedevils.org

Mr. Diediker is the 3rd–6th Grade Principal at Wayne Community Schools, dedicated to empowering students through a positive, challenging, and future-ready learning environment.

Russ Plager - High School Principal

ruplage1@waynebluedevils.org

Mr. Plager is the High School Principal at Wayne Community Schools, committed to preparing students for their future through academic excellence, leadership development, and strong school-community connections.

Dave Wragge - 7th-8th Principal & Athletic Director

dawragg1@waynebluedevils.org

Mr. Wragge serves as the Athletic Director and Junior High Principal at Wayne Community Schools, fostering student growth through leadership, teamwork, and a commitment to well-rounded educational and extracurricular experiences.

Welcome Message

Parents and Guardians,
Welcome to Wayne Early Learning Center, home of the Blue Devils! We look forward to having you join our school community during the upcoming school year.
Wayne Early Learning Center is located in Wayne, NE. We serve approximately 300 students, Preschool through second grade. Wayne Early Learning Center has 3 or 4 sections at each grade level. In addition to classroom instruction, teachers provide students with education in the content areas of Media, Art, Music, CIC (Counselor In the Classroom), and Physical Education. Wayne ELC is a school-wide Title 1 school.
Here at Wayne Early Center we have implemented PBIS (Positive Behavioral Interventions and Supports). We are an NEMTSS PBIS school that implements proactive behavior strategies and teaches appropriate student behavior to create a positive learning environment.
This handbook contains policies and procedures adopted by the Wayne Community School Board. The ELC follows these policies and procedures in order to create a positive school culture where all students feel welcome and can learn.
At Wayne Early Learning Center, we believe in order to have positive outcomes for anything, there needs to be a team approach with all stakeholders. We will respect, support each other, and be fully invested in doing what is best for our students. We expect open communication and collaboration for all to feel informed and connected to the learning of our students. This team effort helps create positive student outcomes, which strengthens the community as a whole. Working together will provide a wonderful school year!
We look forward to working with you! You are encouraged to get involved in our school community by attending our school events. A great way to get involved is by joining our WEB (Wayne Elementary Boosters) group.
If you have any questions please feel free to call or email me.

Go Blue Devils!

Courtney Maas
Principal, Wayne Early Learning Center
comaas1@waynebluedevils.org
(402) 833-1450

ELC Teaching Staff

Preschool
- Gwen Frideres
- Kelly Ptacek

Kindergarten
- Tanya Heikes
- Savannah Leseberg
- Lisa Meyer
- Emily Rockhill

1st Grade
- Jessica Loberg
- Audrey Loberg
- Candace Petersen
- Jennifer Thomas

2nd Grade
- Mike Jaixen
- Jodi Lutt
- Cheryl Suehl

English Language Learner
- Caitlin Smith

Title 1
- Ashley Hoffman

Art
- Ryan Surber

Counselor in the Classroom (CIC)
- Kecia Schenk

Media
- Sarah Oltjenbruns

Music
- Alana Posvar

PE
- Rylee Shaw

Special Education
- Brooke Henderson
- Carlie Anderson

ELC Support Staff

Administrative Assistant
- Brenna Anderson

Student Services Director
- Misty Beair

Student Services Administrative Assistant
- Paula Gemelke

School Nurse
- Abby Wragge

Director of Maintenance
- Jordan Widner

Food Services Manager
- Theresa Tiedtke

Technology
- Ben Promes

Grounds
- Kurt Daum
- Dennis Raulston

School Psychologist
- Rachel Kerby

Assistant School Psychologist
- Carrie Roerig

Speech Pathologist
- Kara Heithold

Heartland Therapy
- Lora Heithold

School Calendar

School Calendar

The Early Learning Center will follow the Wayne Community Schools District calendar.

Mission & Goals

Vision

Learning for Life, Every Student, Every Day.

Mission

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

Value Statements

Wayne Community Schools values...

W - Working in Partnerships

C - Committing/Commitment to Excellence

S - Success in Life

Expectations

- Be Responsible
- Be Prepared
- Be Safe

Mission & Goals

Character Traits

1. Respect
2. Responsibility
3. Honesty/Trust
4. Caring/Fairness
5. Perseverance
6. Self-Discipline
7. Courage
8. Citizenship

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.

ELC Schedule

Preschool Schedule

Mrs. Frideres

3-Day 4 Year Olds
Mon: 8:00-3:00
Wed: 8:00-2:00
Fri: 8:00-12:30

2-Day 3 Year Olds
Tue: 8:00-3:00
Thr: 8:00-3:00

Mrs. Ptacek

5-Day 4 Year Olds
Mon: 8:00-3:00
Tue: 8:00-3:00
Wed: 8:00-2:00
Thr: 8:00-3:00
Fri: 8:00-12:30

Kindergarten-2nd Grade Schedule

Kindergarten through 2nd Graders will begin school at 8:00 AM and dismiss at 3:10 PM on Mondays, Tuesdays, Thursdays, and Fridays.
Wednesdays are a district-wide 2:00 dismissal designated for professional development.

Early Learning Center Building Hours

The Early Learning Center doors will be open Monday-Thursday from 7:30 AM-4:30 PM and Fridays from 7:30 AM-4:00 PM. Staff may be at the center earlier preparing for daily activities. However, children are not allowed to be left at the ELC until doors are unlocked at 7:30 AM, when supervision is available. All doors are locked at 8:00 AM for the safety of your children. Visitors will be buzzed in and will need to check in with the office.

2:00 Dismissal Days

The office is open from 7:30am to 4:30 pm.

Parking & Traffic

Student Drop-Off Traffic Flow

Preschool Drop-Off
Preschool parents will park in the top lot on the far southeast side. Parents will walk their child into the building using the SOUTH door until we establish independence. A staff member will greet you at the door.

K-2 Student Drop-Off
The lower lot closest to the ELC is designated for students being dropped off by car. Cars need to pull all the way forward before stopping to have your child/children exit the vehicle. Please do not stop over the crosswalk. This is a one way lot. Please exit to the south and follow the one-way road.
The top lot will be where buses drop off in the morning. Students will be directed to go to the crosswalk and down to the lower lot to cross on the crosswalk.

Grounds and 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.
Traffic will flow one way to the south. Do not stop on cross-walks. Please drive with extreme care and caution.
To ensure a safe and smooth arrival and dismissal process, please note the following parking guidelines:

- Preschool Drop-Off & Pick-Up: The designated parking spots for preschool families are located in the southeast corner of the upper lot.
- Visitor Parking: After preschool drop-off and pick-up windows have ended, these designated spots become visitor parking during the regular school day.
- Additional Parking: If visitor parking is full, additional parking is available in the upper lot or the gravel lot on the South side of the 1-way road heading East.

Thank you for helping us keep arrival, dismissal, and the school day running safely and efficiently for all students and staff!

ELC Information

Contact Information

It is imperative that contact information be kept current. Please contact the office if your address, phone number, local emergency contact information, and/or permission to sign out child information changes. Phone numbers given must have mailboxes set up with the capability to leave a message. We can not sign students out to people who are not authorized to do so by the parents/guardians.

Parent Orientation/Conferences

The preschool teacher will contact families beginning in August for an initial orientation visit. This visit is required by NDE for enrollment, the purpose of the visit is to have your child meet the teacher, to establish a relationship between the family and the teacher, to review preschool guidelines, and to complete all necessary paperwork. An additional visit or conference will be made in the fall, and again during the second semester.

Curriculum Information

The Wayne Community Schools Early Learning Center incorporates the Creative Curriculum for students. The Creative Curriculum is a research based system that combines curriculum, assessment, professional development and family connection resources. The curriculum is based on five fundamental principles:

- Positive interactions and relationships with adults provide a critical foundation for successful learning.
- Social-emotional competence is a significant factor in school success.
- Constructive, purposeful play supports essential learning.
- The physical environment affects the type and quality of learning interactions.
- Teacher-family partnerships promote development and learning.

The Creative Curriculum is researched based on 38 objectives for development and learning. The curriculum helps guide teachers to determine the developmental progress of each child and plan appropriate learning experiences. The 38 objectives fall under the following categories:

- Social Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics
- Science and Technology
- Social Studies
- The Arts

Students are assessed throughout the year using ASQ-3, informal observations, and TS Gold.

ELC Information

Breakfast, Lunch, & Snack

Breakfast will be served from _____ each morning and lunch will be provided each day from 11:40-12:20. Preschool meals are included in their preschool tuition. Meals are considered to be a part of the instructional time because children are engaging with each other, socializing, using vocabulary taught in the classrooms, interacting, and learning expected lunchtime behaviors and healthy food choices. Children are allowed to bring a sack breakfast and/or lunch, but we highly encourage them to take advantage of the school lunch program, which meets the USDA Child Nutrition Program guidelines.

We ask that families who have a child with food allergies students fill out a form as provided through our lunch program. Students are required to try something at each meal. If you are providing lunch for your child, we request that it is nutritious and contains at least 2 items from the 5 food groups, and does not include candy. We follow the wellness policy as provided on the district website.

A healthy snack will be provided any time there is a 3 hour or longer break between meals.

Special Occasions

The Early Learning Center will celebrate the four following holidays: Halloween, Thanksgiving, Christmas, and Valentine's Day. If you would prefer your child to not participate in the celebration, please visit with your classroom teacher. ****Please note, other holidays, customs, and traditions will be discussed throughout the school year to expose our children to a variety of cultures.** We look forward to celebrating your child's birthday or half birthday at school. If you choose to provide treats for your child's birthday or a special occasion they need to be pre-packaged and/or non-edible due to Wellness Committee Guidelines. Parents will be notified when field trips are scheduled.

Preschool Graduation

To celebrate the success of the students, staff, and families of preschool students, a graduation ceremony will be held in the spring each school year. The purpose of the ceremony is to provide students, teachers and staff, and parents, the opportunity to celebrate this important milestone and their accomplishments as the children begin the transition to kindergarten.

Enrollment Requirements

Enrollment Requirements

A child entering preschool must furnish a certified birth certificate to validate his/her age and Immunization records, prior to starting school. Students must be 4 prior to July 31st of the year they are enrolling, or as determined by an IEP team. Nebraska State law dictates immunization records must be presented prior to enrollment or the student cannot be enrolled.

Summary of the School Immunization Rules and Regulations 2024-25

Student Age Group	Required Vaccines
Ages 4-5 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. *Hib not required after child reaches 5 years 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 after 15 months of age

Birth Certificate Requirements

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

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

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

Enrollment Requirements

Medications

Please try to give all medications at home. If your child's condition requires a staff member to give the medications or treatment, you must bring the medication in the original container from the pharmacy or doctor's office. You must also sign a medication form and fill out the top part of the daily information sheet with medication name, how much and time to be given. The container must be clearly marked with the child's name, date, name of medication, doctor, and frequency and amount to be given. Parents/guardians must fill out a signed permission form before medication will be dispensed. Medication must be prescribed for that child or the medication will not be given.

Health Screenings

Here's a clearer, more polished version with a smoother flow:
The school nurse will conduct annual health screenings for your child. These screenings include height and weight measurements, vision checks, a review of immunization records, and a visual dental screening. Hearing screenings will also be conducted by an audiologist. If any concerns are identified, parents/guardians will be notified by the nurse or audiologist.

Potty Training

All preschool students must be fully toilet trained prior to enrollment. This includes independent use of the restroom for both urination and bowel movements. Students are expected to:

- Recognize the need to use the restroom
- Pull clothing up and down independently
- Wipe and clean themselves effectively
- Wash and dry hands independently
- Redress themselves without assistance

Students who are not yet independent in these skills are not considered fully toilet trained for the preschool program.
Exceptions may be made for students with a documented developmental delay or verified medical condition. In these cases, students may attend in diapers or pull-ups with appropriate documentation, such as a doctor's note or an Individualized Education Program (IEP) team decision.
Early Learning Center staff will supervise students during restroom routines and are available to provide guidance, support with clothing as needed, and assistance in the event of an accident. However, staff are not able to provide routine toileting or cleaning support for students who are not fully independent.

Sick Policy

Children with the following conditions should not be sent to school:

- Vomiting (24 hours/1 entire day prior to the starting time of school)
- Diarrhea (24 hours/1 entire day prior to the starting time of school)
- Fever - Temp of 100 degrees or higher (must be fever free for 24 hours prior to the starting time of school).
- Rash with fever or behavior change - until a physician determines the illness not to be communicable
- Streptococcal Pharyngitis (strep throat) - 24 hours after treatment was begun and 24 hours fever free
- Chicken Pox - 6 days after onset of rash or when all lesions have dried and crusted

Enrollment Requirements

Sick Policy cont.

- Hand Foot Mouth Disease - 24 hours fever free and mouth sores/open blisters have healed
- Influenza - 24 hours all symptoms free
- Contagious Conditions such as rashes (examples: ringworm, staph infections, conjunctivitis (pink eye), impetigo, head lice, etc). - 24 hours after treatment has begun..
- COVID - Please call school nurse at (402)375-3854 for current protocols

*We want to keep illness to a minimum, and understand that it can throw off schedules when children are sick. Our policy is that a child must be fever free for 24 hours before returning to the ELC. Please do not administer a fever-suppressant prior to bringing your child to school. Signs of possible illness include unusual lethargy, irritability, persistent crying and difficulty breathing.

*Please do not send your child to the ELC if he/she is unable to go outside with the group due to illness. All staff and volunteers must remain with the large group of children. There is not enough staff to stay inside with a sick child.

Attendance & Absences

In order for your child to have the most successful preschool experience, we expect regular attendance. If your child will not be in attendance because of an illness, injury, or unexpected event, please contact the school as soon as possible. You may contact the school via phone or email:

- Phone: (402) 833-1450
- Paula Gemelke at pagemel1@waynebluedevils.org
- Brenna Anderson at brander1@waynebluedevils.org

Termination of Enrollment

Excessive, unexcused absenteeism may result in the termination of your child's enrollment. Termination of enrollment may also occur for non-payment, excessively late pick-ups, and/or failure to comply with health policies.

Safety & Discipline

Emergencies & Safety Drills

If an accident occurs while your child is in our care, and your child requires immediate attention, the proper authorities will be called, first aid and/or CPR will be started, and you will be notified. If the accident or injury is minor, first aid will be administered and you will be notified. An accident report will be filled out and sent home. Our schools safety plan including fire drills, tornado drills, and lock down drills will be performed in accordance with District and State policy.

Severe Weather Announcements

In case of severe weather, Wayne Community Schools closing information and late starts will be announced through our automated telephone system. The same closing and late start information will also be announced on local radio and television. The administration attempts to monitor all severe weather situations. Please check our facebook page for the most accurate information on the Early Learning Center. If you feel it is necessary to keep your child at home, during such time, please contact the office staff (402-833-1450).

Drug-Free Schools

School property is considered a drug free zone. This includes smoking/vaping on school property, this includes dropping off/picking up your child at the ELC.

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act. 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.

Mandatory Reporting

The Wayne ELC staff takes protecting your child(ren) very seriously. We have been trained to recognize the signs of child abuse/neglect and must report any suspected abuse to authorities.

The Family Help-Line (trained counselors available to help you and/or your family 24/7) - 1-888-866-8660. If you do not have a "24/7" person you can call for help, we encourage you to use this number.

Child Abuse and Neglect Hotline - 1-800-652-1999

Photographs & Publicity

Photographs of your child participating in our program may be taken from time to time for classroom use including TS Gold (assessment system). Some photographs may appear in newspapers, brochures, or other publicity materials, including our webpage and facebook page. There is no compensation given for use of these pictures. A permission slip will be shared prior to enrollment. Sign and return if you do NOT give permission for your child's picture/work to be shared.

Safety & Discipline

Behavior Guidelines/Discipline Policy

Positive and supportive discipline is promoted at the ELC. Students are encouraged to learn self advocacy skills, how to work together, and independence. A quiet place is available for students who may need to stop and think about their actions, or for students who just need some quiet time away from the large group for the safety of themselves and others. Positive self-discipline is supported through discussion, character education, and modeling. If a concern arises, parents will be notified the same day.

Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, ~~no~~a pre-kindergarten through second grade student ~~may~~shall not be suspended ~~from school~~, unless the student (1) brings a deadly weapon ~~on~~to school grounds, ~~in~~ a school vehicle, or ~~to~~ a school activity~~. Instead~~, or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances, the Principal or ~~Principal's~~ designee ~~may~~ shall implement appropriate alternative disciplinary measures on a case-by-case basis ~~if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student.~~ A student who brings a deadly weapon ~~on school grounds, in a school vehicle, or to a school activity, then the student~~ may be expelled in accordance with this Policy's disciplinary procedures.

Please refer to Policy No. 5101 on our district website at wayneschools.org

Preschool Supplies

Student Supply Needs

- Please send a large backpack to school with your child.
- An extra set of clothes (socks, underwear, pants, shirt, sweatshirt or sweater) to school in case of an emergency.
- Tennis Shoes/sneakers should be worn to preschool because children will have PE and be active throughout the day. All clothing is kept in your child's cubby and will be sent home as the seasons change. Please send an extra hat and set of mittens that can be kept at school during the winter months.

**All other supplies will be provided by the school

State & Federal Programs

Notice of Nondiscrimination

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with Wayne Community Schools, and all others who interact with Wayne Community Schools are hereby notified that the Wayne Community Schools does not discriminate on the basis of race, color, national origin, gender, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

Nondiscrimination Statement

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.

State & Federal Programs

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	R. Plager, High School Principal
Title IX	Discrimination, harassment based on sex; gender equity	M. Beair, Special Education Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act	Discrimination, harassment or reasonable accommodations of persons with disabilities	M. Beair, Special Education Director
Homeless Student Laws	Children who are homeless	M. Beair, Special Education Director
Safe and Drug Free Schools and Communities	Safe & drug free schools	R. Plager, High School Principal

The Coordinator may be contacted at:
611 W. 7th Street
Wayne, NE 68787
(402) 375-3150

State & Federal Programs

Grievance Procedure

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. 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 may report the alleged discrimination, harassment or retaliation ("discrimination") to the Superintendent, or in the case of students, to the guidance counselor or principal. See board policy 5401 for full policy.

Sexual Harrassment & Discrimination

The Wayne Community School District is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated. Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity.
See Board Policy 5401 for full policy.

State & Federal Programs

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:
1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading at the time the record was created. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests or otherwise allowed by law. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

Notification of Rights Under FERPA cont.

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:

Office of the Chief Privacy Officer
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples may include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone number, and the name, address, telephone number, e-mail address and other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's extra-curricular participation;
6. Student's achievement awards or honors;
7. Student's weight and height if a member of an athletic team; and
8. Student's photograph; and.

State & Federal Programs

Notification of Rights Under FERPA

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student, or would otherwise not be in a student's best interests.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.

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.

State & Federal Programs

Parental Involvement

6400 Policy Title I Parental and Family Involvement Policy

Wayne Public 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, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.
2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.
4. Upon request of a parent, guardian, or educational decisionmaker the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents,

Parental Involvement cont.

guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:

- Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

State & Federal Programs

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.
No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

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

State & Federal Programs

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.

Public Notification for Eliminating Discrimination and Denial of Services in Vocational Education Programs

"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."

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.

State & Federal Programs

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) cont.

- 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

Harassment and Bullying Program

Purpose: All students have the right to attend Wayne Community Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others. Refer to the code of conduct for disciplinary action.

Forms to Be Returned

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The preschool staff at the Early Learning Center and sometimes the Wayne Community Schools District staff or students, take pictures or video of the preschool students and/or their projects and work. During the current school year, your child's image/photograph or work may be included in a classroom or school project that could be used in one or more of the following ways:

- Used as a demonstration project/activity in education workshops/classes/conferences.
- Posted on the school's web pages, facebook pages, or Instagram.
- Used in a printed publication such as a newspaper or magazine.
- While your child's name may accompany the photo, no last name or address will be included with your child's picture when publishing on the web.

Other children's parents are asked not to take pictures of another child at preschool, without permission from their parent/guardian. On occasion, the preschool staff may record students in the classroom, to use to improve teaching and/or for parent teacher conferences. The videos will never be used or seen outside of the classroom, without written notice and permission.

Please initial in the space provided ONLY if you do not give permission for the following items (Not returning these forms gives permission for both listed items):

_____I do not give permission for my child's picture and/or work to be posted to the school's web page, Facebook, and/or Instagram page.

_____I do not give permission for my child's picture and/or work to be printed in publications such as newspapers and/or magazines.

Parent Guardian Signature_____

Childs Name_____

Date_____

ELC Preschool Sliding Fee Scale 2026-27

1. Who can qualify for free/reduced preschool costs?
   a. All children in households who qualify for free/reduced lunch.
   b. Foster children that are under the legal responsibility of a foster care agency or court.
   c. Children who meet the definition of homeless, migrant, or ward of the state
2. Do I need to fill out both the Free/Reduced Lunch application and provide a copy of my tax return information or pay stub?
   a. If you qualify for free/reduced lunches you will qualify for free (lowest pay) preschool. If you do not qualify, we would suggest that you fill out the application as the preschool pay guidelines are higher than the free/reduced lunch guidelines.
1. What if my income changes? Can I apply again?
   a. You can apply any time your income changes.
2. What if I disagree with the school's decision?
   a. Please visit with the ELC Director, Courtney Maas at 402-833-1450. You can also call Dr. Mark Lenihan, Superintendent, at 402-375-3150.
3. May I apply if someone in my household is not a US Citizen?
   a. Yes. You, your children, or other household members do not have to be US Citizens to qualify for our sliding fee scale.
4. What if I need assistance in paying the portion of the preschool bill I am responsible for?
   a. Please visit with ELC Director, Courtney Maas, 402-833-1450 or comaas1@waynebluedevils.org. Scholarship money may be available and we also allow in-kind payments through volunteer work at the preschool.

The Early Learning Center offers a sliding fee, income based scale for families.

4-year-old Program **M, T, W, Th, F**	**4-year-old Program** **M, W, F**	**3-year-old Program** **T, Th**
8:00-3:00 Friday - 8:00-12:30	8:00-3:00 Friday - 8:00-12:30	8:00-3:00

Preschool Tuition

Please see the sliding fee scale below. To qualify for reduced or lowest pay, a copy of your current tax return form or pay stub(s) is required. Payment for preschool tuition is to be prepaid according to the schedule chosen, to be paid at the Early Learning Center by the 10th of each month. Tuition is calculated by the number of days in session and divided by the number of payments. Lack of payment may result in your student being removed from the program. Lowest pay is free tuition (not on the chart below).

Payment Schedule 2026-2027							
# of Payments	**Schedule**	**Full pay M, T, W, Th, F**	**Reduced Pay M, T, W, Th, F**	**Full Pay M, W, F**	**Reduced Pay M, W, F**	**Full Pay T, Th**	**Reduced Pay T, Th**
1	Annual (September 2026)	$3350	$1675	$1750	$875	$1600	$800
2	Semester (September 2026 & January 2027)	$1675	$837	$875	$437.50	$800	$400
3	Quarterly (September, October, January, & March)	$837.50	$413.75	$437.50	$218.75	$400	$200
9	Monthly (1st Day of school of each month Sep-May)	$372.22	$186.11	$194.44	$97.22	$177.78	$59.26

<u>Payment Schedule Options</u>: *A contract will be signed prior to the student's first day of preschool selecting payment schedule choice. You can amend your choice during the school year if circumstances change.*

Tuition Application

Children in School			
List names of all children, including foster children. (First, Middle Initial, Last)	**Check box if Foster child/Homeless or Migrant/State Ward**	**Date of Birth**	**Grade**
	☐		
	☐		
	☐		
	☐		
	☐		

Total Household Size - Include everyone in the household: _____

Income

1. Include a compy of paystub(s) of each person in the home who has a recordable income.
   a. How often is pay received? _____

OR

2. Include a copy of tax return for each person in the home who has a recordable income.

Early Learning Center Sliding Fee Scale 2026-2027			
Household Size	**Yearly - Free**	**Yearly - Reduced**	**Yearly - Full Pay**
2	up to $58,130	up to $66,530	Over $66,530
3	up to $66,530	up to $74,930	Over $74,930
4	up to $74,930	up to $83,330	Over $83,330
5	up to $83,330	up to $91,730	Over $91,730
6	up to $91,730	up to $100,130	Over $100,130
7	up to $100,130	up to $108,530	Over $108,530
8	up to $108,530	up to $116,990	Over $116,990

Signature: _____ **Print Name:** _____

Address: _____ **Phone Number:** _____

Email Address: _____ **Date:** _____

Please send a copy of your most recent tax return or pay stub along with this form.

Wayne Community Schools
Health History Form

Student Name: _____ Grade: _____ Sex: M/F

Birth Date: _____ Health Care Provider: _____ Dentist:_____

The following information is requested to assist the school staff in responding appropriately to your student's health needs. The information provided here may be shared with school personnel as needed to promote your child's safety and educational succes at school.

A. Current Health Status

1. Does your child take medicine or supplements regularly? Yes ☐ No ☐

Please list: _____

2. Does your child have a health condition now under treatment? Yes ☐ No ☐

Please list: _____

3. Has your child been hospitalized in the last 3 years, treated in the ER, or had surgery? Yes ☐ No ☐

Please list: _____

4. Does your child have allergies to food? Yes ☐ No ☐

Please list: _____

5. Does your child have allergies to medications? Yes ☐ No ☐

Please list: _____

6. Does your child have environmental, seasonal, or pet allergies? Yes ☐ No ☐

Please list: _____

7. Date of last:

Medical Exam: _____ Dental Exam: _____ Eye Exam: _____

B. Check conditions that pertain to your child and the date of onset.

Asthma Yes ☐ No ☐ _____

Heart Condition Yes ☐ No ☐ _____

Bleeding Disorder Yes ☐ No ☐ _____

Infections Yes ☐ No ☐ _____

Bowel/Bladder Problems Yes ☐ No ☐ _____

Kidney Disease Yes ☐ No ☐ _____

Vision/Hearing/Mobility Concern Yes ☐ No ☐ _____

Glasses: Yes ☐ No ☐

Diabetes Yes ☐ No ☐ _____

Epilepsy/Seizures Yes ☐ No ☐ _____

Chronic Respiratory Yes ☐ No ☐ _____

Chronic Ear Yes ☐ No ☐ _____

Head Injuries/Concussions Yes ☐ No ☐ _____

Digestive Disorders Yes ☐ No ☐ _____

Mental/Emotional Concern Yes ☐ No ☐ _____

Is there anything more about your child's health that you think is important for us to know?

_____

_____

_____

Parent Signature: _____

Date: _____

Digital Equity Survey

Student Name: _____ Grade: _____

Is there internet access in the residence?

- ☐ Yes - Internet Access in Residence
- ☐ No-Not Available
- ☐ No-Not Affordable
- ☐ No-Other

What is the primary type of internet service used at the residence?

- ☐ Residential Broadband (DSL, Cable)
- ☐ Cellular Network
- ☐ School Provided Hot Spot
- ☐ Satellite
- ☐ Unknown
- ☐ Dial-Up
- ☐ Other
- ☐ None
- ☐ Community Provided WiFi

Can the student stream videos without interruption?

- ☐ Yes - No issues
- ☐ Yes - But Not Consistent
- ☐ No

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

What device does this student most often use to complete online learning at home?

- ☐ Desktop
- ☐ Tablet
- ☐ Chromebook
- ☐ Smartphone
- ☐ Laptop
- ☐ Other
- ☐ None

***Required Form**

Handbook Review Form

I have received and reviewed a copy of the 2026-2027 ELC Handbook:

_____

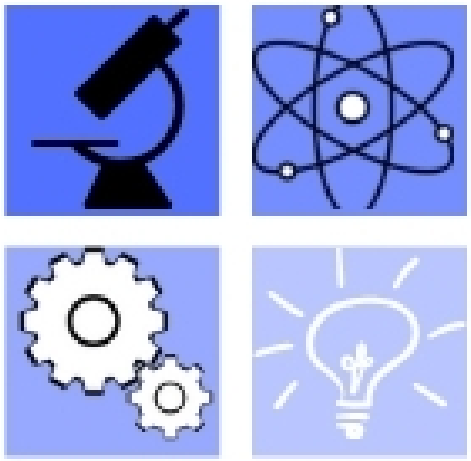
Signature

_____

Date

_____

Student Name(s) Enrolled at Wayne ELC Preschool



Wayne Kids Club

2026-27

Sponsors:
Wayne Legacy Fund
Wayne Community Chest
Wayne State College
Wayne Community Schools Foundation

Wayne
Kids Club

Dear Parents,

Welcome to the Wayne Kids Club! We are an after-school program serving students in grades K-6. The Wayne Kids Club provides your child with extended learning opportunities, snacks and homework assistance by our staff who are both CPR and first-aid certified. In addition to this daily schedule, all students will also be exposed to STEAM-based learning experiences on a weekly basis. That means that your child will regularly have the opportunity to take part in hands-on learning that is not only fun and engaging, but also promotes critical thinking and creative problem solving.

The attached forms have information regarding our after-school program for the 2026-27 school year. Please read through the information carefully and fill out only the forms in which you are requesting care. We recommend completing and returning this application in a timely manner as spots are limited and will be filled on a first-come, first-served basis. If questions arise please feel free to send an email or call. We look forward to serving your family and child's needs.

Sincerely,

Andi Diediker
Courtney Maas
Program Directors
(402) 375-3854
andiedi1@waynebluedevils.org
comaas1@waynebluedevils.org

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Transportation

Busing will be provided from the ELC to the Elementary School for K-2 students participating in Kids Club. K-2 Students will be checked onto the bus by school staff at the Early Learning

Center. Upon arrival at the Elementary School, students will report to the gym to be checked in alongside 3-6 grade students. Families with a K-2 student will be required to fill a district busing form prior to the first day of Kids Club.

Financial Assistance
Wayne Kids Club is asking each family to pay a fee for the cost of materials and the programming offered. Free and reduced rates are available based on income. To apply, see pages 11-12 of the Wayne Kids Club handbook. If at any time throughout the course of the year your income status changes, please contact the Program Directors, Andi Diediker/Courtney Maas, and the appropriate arrangements will be made.

If you should need to take your child out of the program before the school year is over, payment will be required for the week we are notified plus 1 additional week.

Daily Schedule (Monday, Tuesday, Thursday, Friday)
3:10-3:20 K-2 students get checked onto bus at ELC and ride to Elementary School
3:20-3:55 Meet in gym - recess
3:55-5:30 Homework/snack/activities: Once homework is completed, the students will transition to Extended Learning Opportunities

2:00 pm Dismissal Schedule
1:50-2:00 K-2 students get checked onto bus at ELC and ride to Elementary School
2:00-3:00 Meet in gym - recess
3:00-3:30 Snack
3:30-5:20 Homework/activities: Once homework is completed, the students will transition to Extended Learning Opportunities

Snacks
A snack and a milk will be offered each day charged through the school meal program. Milk will be $0.50 each. Snacks will be $1.50 each. Free and reduced guidelines will apply once paperwork is completed. Your child has the option of bringing a Smart Snack from home. See page 11 of our handbook for Nebraska Department of Education Smart Snacks Standards. Students may not share snacks.

Homework
The students will be assisted with completing homework. Homework will be considered classroom assignments and studying for tests/quizzes. DIBS will not be completed at Kids Club as we feel reading is an important family activity. If a student is not able to complete their homework while at Kids Club, they are expected to finish that homework at home for the next day. It is recommended that you still check the homework with your child to make sure that it is finished and completed correctly. If you pick your child up early, please keep in mind that they may not have had the opportunity to complete homework.

Dismissal
When dismissing a child from Wayne Kids Club, staff will refer to each child's dismissal plan. A child will be allowed to leave Wayne Kids Club only in accordance with the dismissal plan. If someone other than the parent/guardian or authorized persons listed on your child's dismissal

plan is picking up your child, you are required to notify the Site Director to make arrangements: Carrie Wendte, waynekidsclub@waynebluedevils.org

Students will be dismissed through the east doors of the elementary school. If your student is picked up after 5:35 it will be considered late. When repeated late pick up occurs the issue will be directed to our Program Directors. Mr. Diediker or Mrs. Maas will call the family and make a plan to solve the problem. If this keeps occurring, a fine of 5 dollars per kid per day may be enforced. If there is a need to pick your child up early, please communicate that with Mrs. Wendte as early as possible by calling the school office or messaging through Remind. To join our Remind group, send the text message @wkidsclub to the number 81010. Staff will need advanced notice to have your child ready for you if you are arriving early.

Personal Items

All children are responsible for their personal items and should keep those items in their backpack or at home. Wayne Kids Club will not assume responsibility for items brought from home; missing items will not be replaced. WKC employees cannot hold money for a child in the event that a child brings money to the site. Use of cell phones and smart watches by the children during WKC hours is prohibited unless permission is given by staff. Staff will follow the cell phone policy described in the school handbook.

Accidents and Medical Emergencies

The health and safety of your children is our top priority and we work to prevent accidents from happening. If a minor accident occurs during the day, an accident report outlining the care and procedures administered to your child will be completed and placed in your child's file.

In the event of a medical emergency or accident requiring a doctor's treatment, we will attempt to contact the parent/guardian immediately at the telephone numbers you have provided. If we are unable to reach a parent/guardian, our procedure is to contact the emergency people on your list or the ambulance as needed. A signed emergency medical authorization (included) is required from the parent/guardian to allow the WKC staff to take necessary emergency medical measures.

Sick or Absent Child Policy

The Wayne Kids Club staff will take attendance each day after kids arrive. Staff will communicate with the school regarding any students who were absent that day from school or had to leave early. All fees are due whether your child is an attendance or absent.
If your child is not attending certain days during the week or is not attending WKC on their regularly scheduled day, please let the WKC staff know: Carrie Wendte, waynekidsclub@waynebluedevils.org.

Discipline Policy

Children are expected to abide by the same rules and guidelines as listed in the Wayne Elementary School Handbook as well as WKC guidelines. If an inappropriate behavior does occur, we will use a positive approach by encouraging positive behavior and redirecting their activity. Teachers will follow the school's behavior continuum (see below). Parents will be

contacted and consulted regarding any serious behaviors that require a child to be sent to a Kids Club Director.

Kids Club follows the same rules and guidelines as Wayne Elementary School.

- **Be Respectful**
  - Students are expected to treat each other and all adults with respect; Kids Club teachers and Kids Club substitutes.
  - Students are expected to treat school property with respect. Clean up after yourselves in the gym, cafeteria, playground, and classrooms. Recess equipment must be put away when not in use. Outdoor recess equipment must be put back inside on the rack and not left outside.
  - *We have had students using rocks to write on the building by the picnic tables. This is unacceptable and will not be tolerated. This is considered vandalism.
- **Be Responsible**
  - Clean up after yourself, complete your homework and studying, and worry about yourself.
- **Be Safe**
  - Use the recess equipment and project materials safely.

When a behavior is deemed to be hurtful to other children or <u>disrespectful to staff</u>, the child's parent will be notified and the child will be sent home for the day. The child may return the following day. After a third occurrence, the child will be temporarily dismissed from the program for a week. However, if the same or similar behavior continues to occur, he/she will be dismissed from the program indefinitely. In order for a child to be re-enrolled in WKC, a conference must be held between WKC staff, school administration and the parents to determine if the child will be allowed back into the program. In the event of removal from the program, the child will not be excluded from reapplying for the following school year.

Behavior Continuum

If a student is not meeting behavior expectations, he/she will be redirected by the teacher. If the student needs to be redirected a second time within that activity, he/she will be asked to move to a safe seat and continue participating from there while making better choices. If the student needs to be redirected while in the safe seat (a third redirect within that activity), he/she will be referred to the Site Director until able to meet expectations appropriately in the activity.

Please see page 10 to agree to our Discipline Policy.

Wayne
Kids Club

Wayne Kids Club is an after-school Expanded Learning Opportunity. The WKC program is designed to provide all kids with hands-on, engaging opportunities that enhance the school day, are driven by school-community partnerships, and encourage critical thinking and creative problem solving in our children.

What is an ELO and why is it important?
ELO stands for Expanded Learning Opportunity and it is the time that students spend engaged and cared for during after school hours. ELO's don't replace the school day, but rather enhance learning, support students who need extra attention to thrive, and enrich the experience for students who crave more than an 8-3 day can give them.

Why is STEAM important and how is it used in Wayne ELO?
With many future careers requiring science, technology, engineering, art, and math (STEAM) skills, it is vital that we work to improve STEAM education. Through STEAM education, students learn to develop critical thinking and creative problem solving skills, which are central to academic achievement and workforce development. In Wayne's ELO program we aim to provide hands-on, engaging STEAM activities and projects that require students to plan, question, test, design and redesign. Whether that be through a robotics program or a popsicle-stick bridge challenge, students are engaged and learning how to think critically and innovatively.

What goes on at WKC and what kinds of programs are offered?
Every day at WKC students have time to play, allowing them a chance to unwind from the school day. Students also receive a daily snack, at which time we also begin our designated homework and reading time for all students. Our dedicated staff is always available to help guide students with their work. Following this homework period, our programming begins.

How can I get involved in the ELO program?
First off, if you have children in kindergarten through 6th grades, consider enrolling them in the program on either a part-time or full-time basis. Secondly, if you have a unique talent or skill and would like to share that with kids in the program, we would love to work on a partnership opportunity with you. Finally, as a business or individual, our program would benefit greatly from donations. Whether that be financial contributions or donations of materials, we certainly value any form of partnership.

Wayne Kids Club After-School Program Application

Date of application _____ Due by August 1st, 2026

CHILD INFORMATION:

First Name: _____Last Name:_____

Preferred Name: _____ Home Language: _____

Date of Birth:_____ Sex: M F

Race: ☐ White ☐ Hispanic ☐ Black ☐ Asian ☐ Other_____

Does your child have a verified disability?_____, if yes, describe_____

Does your child qualify for Medicaid? ☐ Yes ☐ No Medicaid#_____

If no, other insurance?_____

Please indicate if your child will be taking part in full-time or part-time care during the school year.

____ **Full-time care - 5 days $1,500** (Reduced rate based on income qualifications $750)

- A 10% discount will be applied for each additional child enrolled

____ **Part time care - 3 days $950** (Reduced rate based on income qualifications $475)

- A 10% discount will be applied for each additional child enrolled

*Please indicate which three days per week your child will attend

___Monday ___ Tuesday ___Wednesday ___ Thursday ___Friday

Please indicate which payment plan you will be following.
____ Annual payment made between 9/1/26 - 9/30/26
____ Semesterly payments made on or before 9/30/26 and on or before 1/30/27
____ Monthly payments made on or before the first of each month beginning 9/1/26

*If payments are two weeks past due, students will not be allowed to attend until payment has been made in full.
*Please make checks payable to Wayne Community Schools Foundation.

- Care will be provided from the time school is dismissed at the end of the day until 5:30 p.m.
- A WKC calendar will be provided at the beginning of the school year.
- Wayne Kids Club will NOT provide care on days when school is canceled due to inclement weather.
- We currently do not offer a drop-in option.You must indicate the days each week that your child will be attending. This allows us to plan our programs and staff accordingly.
- Please make payments by cash or check in the main office of the Wayne Elementary School or Early Learning Center.
- If you sign up for part-time please understand that there will be some activities that your child may miss due to a shortened week. We will do our best to ensure that your child gets the opportunity to finish their project when they are in attendance.
- Upon acceptance into the program, you will receive a notification letter and a deposit of $50 per child will be required to hold your spot. Your deposit will be credited towards your first payment.

Wayne Kids Club Medical/Emergency Care Form

Child's Name_____

Child's Medical Information

Allergies/Special Diet: Yes ___ No___ (if yes, explain)

_____

Emergency Medical Care

I understand that every effort will be made to contact me in the event of an emergency requiring medical treatment. If I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility and to secure necessary medical treatment for my child.

First Aid Authorization

I authorize Wayne Kids Club staff who are trained in the basics of first aid/CPR to give my child first aid/CPR when appropriate.

Parent/Guardian Signature:_____

Wayne Kids Club Dismissal Plan

Child/Children's Name_____

Your child's safety is of the utmost importance to us. In order to ensure that your child is safe after they leave the Wayne Kids Club premises, we will strictly follow this dismissal plan set up by you. If this plan changes at any time throughout the year, please let the Program Director or Site Director know and we will have you complete a new Dismissal Plan.

___ **My child will walk home from Wayne Kids Club.**

___ **My child will be picked up from Wayne Kids Club. I give permission for the following people to pick up my child from Wayne Kids Club. Students will not be released to someone NOT on this list, unless prior arrangements have been made with the Site Director: Carrie Wendte, waynekidsclub@waynebluedevils.org**

Name:_____ Relation:_____

Phone:_____

Name:_____ Relation:_____

Phone:_____

Name:_____ Relation:_____

Phone:_____

If your student is picked up after 5:35 it will be considered late. When repeated late pick up occurs the issue will be directed to our Program Director. **Mr. Diediker/Mrs. Maas** will call the family and make a plan to solve the problem. If this keeps occurring a fine of 5 dollars per kid per day may be enforced.

I understand the late pick-up policy and agree with its requirements:

_____
(parent/guardian signature)

Wayne Kids Club Consent Form

Child/Children's Name_____

Photo Permission
Throughout the year, we will be promoting the Wayne Kids Club program through articles in newspapers and through social media. Please indicate your preference for including your child's picture in the publications.

_____ I give permission for my child's photograph to be used publicly (web, newspaper, etc.) for the promotion of the Wayne Kids Club program.

_____ I do not wish for my child's photograph to be used for the promotion of the Wayne Kids Club program.

Yes **No** I have read and understood the Wayne Kids Club Family Handbook and acknowledge the monthly fees associated with the programming.

Yes **No** I have read and understood the Discipline Policy outlined on page 5 of the Kids Club Handbook.

Parent/Guardian Signature:_____

Additional Comments:_____

_____

_____

Wayne Kids Club Free and Reduced Fees Application

1. Who can qualify for free/reduced Wayne Kid Club costs?
    a. All children in households who qualify according to the Sliding Fee Scale.
    b. Foster children that are under the legal responsibility of a foster care agency or court.
    c. Children who meet the definition of homeless, migrant, or ward of the state.
2. Do I need to provide a copy of my tax return information or pay stub?
    a. Please provide a copy of your tax return and/or pay stub.
3. What if my income changes? Can I apply again?
    a. You can apply any time your income changes.
4. What if I disagree with the school's decision?
    a. Please visit with the Program Directors, **Andi Diediker/Courtney Maas**, 402-375-3854
5. May I apply if someone in my household is not a US Citizen?
    a. Yes. You, your children, or other household members do not have to be US Citizens to qualify for our sliding fee scale.
6. What if I need assistance in paying the portion of the Wayne Kids Club bill I am responsible for?

a. Please visit with Program Director, **Andi Diediker/Courtney Maas**, 402-375-3854 or **andiedi1@waynebluedevils.org** **comaas1@waynebluedevils.org**. Scholarship money may be available.

Household Size	Free					Reduced				
	Annual	Monthly	Twice per month	Two weeks	Weekly	Annual	Monthly	Twice per month	Two weeks	Weekly
1	20,375	1,696	848	783	392	28,953	2,413	1,207	1,114	557
2	27,495	2,292	1,146	1,058	529	39,128	3,261	1,631	1,505	753
3	34,645	2,888	1,444	1,333	667	49,303	4,109	2,055	1,897	949
4	41,795	3,483	1,742	1,608	804	59,478	4,957	2,479	2,288	1,144
5	48,945	4,079	2,040	1,883	942	69,653	5,805	2,903	2,679	1,340
6	56,095	4,675	2,338	2,158	1,079	79,828	6,653	3,327	3,071	1,536
7	63,245	5,271	2,636	2,433	1,217	90,003	7,501	3,751	3,462	1,731
8	70,395	5,867	2,934	2,708	1,354	100,178	8,349	4,175	3,853	1,927
Each additional family member add:	7,150	596	298	275	138	10,175	848	424	392	196

*Income guidelines based on Nebraska Department of Education 2025-26 Free & Reduced Meals Income Eligibility Guidelines

Wayne Kids Club Free and Reduced Fees Application

Income:

1. Include a copy of paystub(s) of each person in the home who has a recordable income.
   a: How often is pay received?_____

or

2. Include a copy of the tax return for each person in the home who has a recordable income.

Head of Household - Primary and Secondary:

Primary

Name:_____

Address: _____Zip Code:_____

Home Phone:_____Cell Phone:_____

Date of Birth_____

Secondary

Name:_____
Address: _____Zip Code:_____
Home Phone:_____ Cell Phone:_____
Date of Birth_____

Child lives with: _____

Number in Family:	**Number of Children:**	**Number in Household:**

Please list all children living in household **First and Last Name**	Date of Birth	Sex	If attending school, what grade and where?	Relationship to child applying
		M F		
		M F		
		M F		
		M F		
		M F		

I certify that this information is true. If any part is false, my participation in this agency's programs may be terminated and I may be subject to legal action. I also understand that the information in this application will be held in strict confidence with the school and will be accessible to me during business hours.

Parent
Signature_____Date_____

NEBRASKA
DEPARTMENT OF EDUCATION

COMPETITIVE FOOD POLICY & SMART SNACKS STANDARDS

FOOD

Nutrient	Snack	Entree
Calories	≤ 200 calories	≤ 350 calories
Sodium	≤ 200 mg	≤ 480 mg
Total Fat	≤ 35% of calories	
Saturated Fat	≤ 10% of calories	
Trans Fat	0 g	

+

If 1st ingredient is a grain, product must be whole grain rich

or

1st ingredient is fruit, vegetable, dairy, or protein

or

Combination foods must

Wayne Kids Club Wishlist

We love creating a fun, engaging, and enriching space for your children each day. If you'd like to support Kids Club, we've put together a wishlist of items that help keep our activities running strong!

Your generosity—big or small—makes a meaningful difference for our students.

Simply scan the QR code below to view our wish list. All contributions are optional and greatly appreciated. Thank you for your support!

Educational Service Unit Coordinating Council

2026 - 2027 Annual
ESUCC - Sysco Food Program

ESUCC Affiliated School:	***Wayne Community Schools*** ***611 W 7th St*** ***Wayne, NE 68787***

1.) Agreement Period: **August 1, 2026 to July 31, 2027**
2.) Awarded Vendor: Sysco
3.) Terms & Conditions:

A. Anticipated Participation Level Calculation:

School 2025 NDE Reported Food Expenditures:	$373,636.00
Minus 2025 Commodities:	$50,478.01
Equals Calculation Amount:	$323,157.99
	X 60%
Equals School Annual Anticipated Usage Amount:	**$193,894.79**

B. Protocol for Under Usage

1.) Due to our contractual agreement with our Prime Vendor, schools must make a good faith effort to meet their purchasing threshold in order to receive the program benefits. If a school is unable to meet the anticipated usage then we will work with both the Prime Vendor and the School to come to an amicable resolution. There is no financial penalty for not meeting the 60% anticipated usage amount.
2.) Schools fulfilling their 60% anticipated committed volume will receive an account credit of 1% of total sales at the end of the program year.

C. Cancellation

Schools choosing to withdraw from their participation in the state-wide Food Cooperative Purchasing Program will need to notify ESUCC Cooperative Purchasing office in writing a minimum of sixty (60) days prior to desired withdrawal date.

Community Relations

Bulletin Boards, Display Case, and Posted Material

School bulletin boards, display cases, and posting areas are for the purposes of conveying information about school activities and programs to students, staff, and the visiting public as deemed appropriate by the respective principals; however, building principals may use their discretion on posting or displaying non-school related information which is not political or commercial in nature. No information, poster or other display may be posted on any school bulletin board, display case or other areas without the prior permission of the building principal. The building principal shall have the final determination as to whether any posting is political and/or commercial in nature, and there shall be no appeal process if the principal denies a request to post or display non-school related information.

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

Legal Reference: Neb. Rev. Stat. Sec. 79-526 Board Authority for Supervision and Control

Date of Adoption: July 12, 2021

Revision Date:

Business Operations

Purchasing Policies

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

1. Purchases up to $20,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.

2. Purchases from $20,000 up to $40,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.

3. Purchases of $40,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.

~~3.~~4. The purchasing limits or requirement set forth in this policy may be waived int eh event of an emergency or time-sensitive purchase where delay would materially disrupt District operations, threaten health or safety, result in the loss of services, or cause financial harm. In such circumstances, the Superintendent shall obtain prior approval from the Board President when reasonably practicable, and the Board of Education may ratify such purchase at a subsequent meeting. ~~These purchasing limits or requirements will not apply in the event of a time-sensitive purchase, or a purchase where these requirements would not reasonably or practically apply, as long as the Superintendent obtains prior approval from the Board President, and the Board of Education subsequently ratifies said purchase at a subsequent Board meeting.~~

~~4.~~5. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or superintendent shall be personally liable for payment for the supplies or equipment purchased.

~~5.~~6. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to

do so will cause the person to be personally liable for payment for the supplies or equipment purchased.

~~6.~~7. The District need not comply with the bidding requirements if the District purchases Property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.

~~7.~~8. Notwithstanding anything to the contrary, no employee may enter into any agreement or understanding on behalf of the District that may financially benefit the employee,

member of the employee's immediate family, or a business with which the employee is associated, unless the Board of Education approves such contract or arrangement in advance.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.
2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.

3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use. For purposes of this policy, "goods" shall mean tangible supplies, materials, or equipment, and "services" shall mean professional services, contractual services, subscriptions, software or technology services, maintenance agreements, or other ongoing or time-based services. Purchases of services may be subject to additional flexibility as set forth below, particularly when continuity of service is required.

4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.

5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Service Contract Renewals

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

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

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

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

~~5.~~

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

Date of Adoption August 12, 2019

Revision Date: July 8, 2024

Business Operations

Records Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.

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

3. Electronic Record Messages. District records may be created, stored, and maintained in paper or electronic format. Electronic records may include, but are not limited to, (a) email and other electronic communications; (b) digital documents and databases; (c) audio and video recordings: and (d) cloud-based and third-party hosted data. Electronic communications, documentation, and data are District records when they relate to District business and will be retained in accordance with the applicable record retention schedules. Due to system storage limitations, certain categories of electronic data (such as surveillance video or system logs) may be retained for shorter periods than other records, unless required to be preserved by law or otherwise determined by the Superintendent or designee. The District will implement reasonable measures to ensure that electronic records remain accessible, retrievable, and secure for the duration of their required retention period. Employees are responsible for retaining records within their control when they are aware, or reasonably should be aware, that such records may be subject to a records request, audit, investigation, or possible litigation. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:

   a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.

   b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention,

determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.

i. *Transitory messages*. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.

ii. *Less than permanent retention records*. These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.

iii. *Permanent/archival retention records*. These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.

c. Electronic Storage Limitations. The district's computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.

d. Proper Use of Electronic Messages.

i. Non-Discrimination. Electronic messaging is not permitted to be used to

promote discrimination on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status; promote sexual harassment; or to promote personal, political, or religious business or beliefs.

ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.

iii. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.

iv. Other Regulations. Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

~~4. Electronic Records~~

~~All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school board may be kept as an electronic record.~~

5. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to

federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

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

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

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

6. Settlement Agreements

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

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

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

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference: Neb. Rev. Stat. Sections 84-712 through 84-712.09
Neb. Rev. Stat. Sections 84-1201 to 84-1227
Laws 2010, LB 742
State Records Administrator Guidelines:
Schedule 10: Records of Local School Districts (Feb. 1989)
Schedule 24: Local Agencies General Records (March 2005)
Electronic Imaging Guidelines (March 2003)

Date of Adoption: August 10, 2020

Revision Date:

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, or admitted to the District pursuant to state law, and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to 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. Subject to Paragraph D.9. of this Policy, ~~S~~students may not typically 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 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. Non-resident students may only be admitted on a part-time basis or permitted to participate in a school-sponsored extracurricular activity when required by law. 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 the semester in which the student participates in an extracurricular activity.~~ 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.

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

(a) For activities regulated by an athletics or activities association (including the Nebraska School Activities Association), the student shall be enrolled in five credit hours offered by the District during each semester of participation. The student may elect to enroll in more than five credit hours.

(b) For activities governed by a national or state organization other than the NSAA, the student shall be enrolled in the minimum number of credit hours required by such organization. The student may elect to enroll in more than five credit hours.

(c) For activities not governed by the NSAA or a national or state organization, the student must enroll in at least five credit hours or the equivalent for middle school students.

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

Date of Adoption: July 10, 2023

Date of Revision: July 14, 2025

Students

Student Residence, Admission and Contracting for Educational Services

Students shall be admitted to the School District, upon request and without charge, who are:

1. A resident of the School District for purposes of school enrollment. A student is a resident of the School District if the student resides in the School District or at least one of the student's parents resides in the School District.

2. A homeless student. The following definition shall be used to determine which students fit this category:

   A homeless individual is one who (1) lacks a fixed, regular, and adequate nighttime residence and (2) has a primary nighttime residence in a supervised publicly or privately operated shelter designed to provide for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an Act of Congress or State law.

3. Approved for option enrollment into the School District.

Students may be admitted to the School District, or continue in enrollment, where:

1. The student is not a resident of the School District and is a resident of Nebraska. Such enrollment shall be pursuant to a contract between the Boards of Education of the School District and the school district in which the student is a resident and upon the collection of tuition pursuant to such contract. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.

2. The student is not a resident of the School District and is a resident of another State. Such enrollment shall be subject to collection of tuition in advance at a rate determined by the School Board. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.

3. The student is participating in an approved Foreign Exchange Program.

4. The student is a child of a member of the military on active duty and residing on certain property ceded to the United States and stationed in, near or adjacent to the School District, and children of employees of the federal government residing in Nebraska on national parks or national monuments within the State in, near or

adjacent to the School District. Such discretionary admission shall be without charge for tuition.

5. The student's residency in the School District ceases during the school year. In such case, the student may be allowed to continue attending the School District for the remainder of that school year.

A child who is a ward of the state or court and (1) has been placed in the School District but had resided in a different school district at the time the child became a ward and does not reside in a foster family home, or (2) has been placed in an institution which maintains a State-approved special education program, may be enrolled in the School District to the extent required by law. In such event, costs of education and transportation are to be paid by the State, but not in advance. The child remains a resident of the school district in which the child resided at the time the child became a ward.

A child who is a ward of the state or court who resides in the School District in a foster family home licensed or approved by the Department of Health and Human Services ("Department") or a foster home maintained or used by the Department, remains a resident of the school district in which the child resided at the time the child became a foster child. This is subject to a determination being made in accordance with the Foster Care Review Act that the child will not attend such school district. If such a determination is made, the child is deemed to be a resident of the School District and will be admitted as a resident student.

A child who is not a ward of the state or court and who is residing in a residential setting in the School District for reasons other than to receive an education is subject to the following: First, if the residential setting does not maintain an interim-program school, the School District will provide the educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement, as and to the extent required by law. This is subject to the parent or guardian and such other school district agreeing to have such other school district provide the educational services. Second, if the residential setting does maintain an interim-program school, the child's educational services will be provided by the interim-program school without the School District's involvement. However, the School District may provide educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement.

All admissions are subject to the condition that admission requirements other than residency be satisfied to the extent required by law and that the School District is legally responsible for or authorized to admit the child or provide educational services to the child.

Restrictions on Transfer or Disenrollment During Certain Investigations

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

during this period by the parent or guardian, the District will promptly notify DHHS.

Legal Reference: Neb. Rev. Stat. § 79-215 (residency and admission)
Neb. Rev. Stat. § 79-215 (children of military or federal employee parent)
Neb. Rev. Stat. §§ 79-232 to 79-246 (option enrollment)
42 U.S.C. § 11431 et. seq. (McKinney–Vento Homeless Assistance Act)
NDE Rule 9
LB937 (2026)

Date of Adoption: June 12, 2017

Revision Date:

Students

Option Enrollment

A.Process and ~~Time Lines~~ Timelines 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~~ in the following ~~and subsequent~~ school ~~years~~ (the "application period"), unless otherwise permitted by law.

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

Provisions for Waiver of Application Deadline

For any option application received on or after June 1st School District will only consider those applications for option enrollment for the following school year.

For any option application received after April 1st but before June 1st, the application deadline will not be waived by the School District for applications to option into the Wayne Community School District, except in the following circumstances:

~~1. Siblings: The application deadline will be waived where the application is for a student who is the sibling of a student attending Wayne Community Schools as of the time the application is filed. A "sibling" for this purpose means a child who resides in the same household on a permanent basis with a student who is currently attending the School District and who has the same natural or adoptive parent or who is a stepbrother or stepsister.~~

~~2.~~1. Kindergarten: The application deadline will be waived where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.

~~3.~~2. Release Approval: For the foregoing exceptions, the application must contain a release approval from the resident district or, if the student attends a different district as an option student, the student's current option district.

~~4.~~3. Other Conditions: The waiver of the deadline in the above circumstances does not require acceptance of the application, as such applications may be rejected for reasons other than late filing.

~~5.~~4. Capacity: For the foregoing exceptions, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building operated by this School District which have been determined by

the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason. For any option application for a student that would receive or could be eligible to receive special education or related services, the Director of Special Education or designee shall conduct a case-by-case analysis to determine if the District has the capacity to provide the student with the appropriate services and accommodations.

B. Rejection of Applications; Reasons

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

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

2. Timeliness: An option enrollment application shall be rejected ~~in the event~~ if the application is not filed on or before ~~the April 1st immediately preceding the school year in which enrollment is sought~~ March 15, and the filing deadline has not been waived. Alternatively, the School District may consider a late-filed option application only for the following school year.

3. Previous Option Enrollment: An option enrollment application shall be rejected ~~in the event~~ if the student has exhausted ~~their~~ the number of allowable option enrollments ~~in other school districts, as determined by~~ under state law.

4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent's designee, or the School District determines: The application is not ~~submitted on a form prescribed by the State Department of Education, is not~~ completely and accurately ~~filled in~~ submitted, is not received within the time required by law, or any additional information requested to be

supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including "previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings" and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Siblings

Notwithstanding anything to the contrary in this policy, the application of a sibling of a student who currently attends the District will be automatically accepted. For purposes of this policy, a "sibling" means a child residing in the same household on a permanent basis who has the same mother or father or who are stepbrother or stepsister to each other. The Superintendent or designee has the discretion to waive the deadline for a siblin's application received after the deadline.

D. Priority of Acceptance

Priority shall be ~~accorded in the following order: (1)~~ afforded to those applications required to be given priority by law~~., (2) 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) those without an option student sibling in attendance at Wayne Community 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.

E. 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.

F. Releases for Options Out

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

G. Notification of Acceptance or Rejection

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

If an option enrollment application or a request for release is rejected by the 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.

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 solely by the administration.

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

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 ~~it's~~ the school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

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

Date of Adoption: December 9, 2024

Revision Date:

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__.

[NAME] PUBLIC 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			
First			
Second			
Third			
Fourth			
Fifth			
Building Capacity, Elementary			
Sixth			
Seventh			
Eighth			
Building Capacity, Middle School Attendance Center			
Ninth			
Tenth			
Eleventh			
Twelfth			
Building Capacity, Sr. High School Attendance Center			

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

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

Students

Student Attendance

Attendance Policy and Excessive Absenteeism

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

A. **Attendance and Absences**.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

   a. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:

      (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness (including physical or mental illness), court, death of a family member, or suspension.

      (2) Other absences as determined by the principal or the principal's designee.

   b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

      (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes vacations or other events that do not meet the criteria for a School Excused absence.

      (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

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

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

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

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

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

The exit interview shall be personally attended by:

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

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

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

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

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

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

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

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any District staff member or board member who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent or Superintendent's designee to be the attendance officer. The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend school

5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

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

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

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

6. Reporting Excessive Absenteeism to the County Attorney.

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

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

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Students

Student 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 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:

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~~ and written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing (i) the student's conduct, misconduct or violation of the rule or standard ~~and~~ (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.
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 who is 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 is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. ~~The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.~~ The notice will include a description of (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation.

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

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 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 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.

7. 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.

8. Exception for Pre-kindergarten through Second Grade Students: Notwithstanding the foregoing, ~~no~~ a pre-kindergarten through second grade student ~~may~~ shall not be suspended ~~from school,~~ unless the student (1) brings a deadly weapon ~~on~~ to school grounds, ~~in~~ a school vehicle, or ~~to~~ a school activity~~. Instead,~~ or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances, the Principal or ~~Principal's~~ designee ~~may~~ shall implement appropriate alternative disciplinary measures on a case-by-case basis ~~if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a prekindergarten through second grade~~ A student who brings a deadly weapon ~~on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or~~ may be expelled in accordance with this Policy's disciplinary procedures.

9. Religious Freedom: The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

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 that 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 sh01ter time period.

E. 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.

Student Conduct Expectation

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 Mandatorv Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such

conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long- term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event. Mandatory reassignment shall be subject to the same procedural requirements and protections as long-term suspension and expulsion.

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

meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;

8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten;
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
15. Willfully violating the behavioral expectations for riding school buses or vehicles;

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a proj ectile 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 oneyear expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

C. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

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

B. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her

designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
   a. Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
   b. Shorts, skirts, or skorts that do not reach mid-thigh or longer (we will use Rule of Thumb as a measure device).
   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.

   A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

   No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

   No school staff shall permanently or temporarily alter or cut a student's hair.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this Policy.

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 extracun-icular 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.

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 students.

(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.

2. Cell Phones/Personal Electronic Devices

a. Philosophy and Purpose. The District prohibits students from using their cell phones and other personal electronic devices during the school day. Cell phones and personal electronic devices are disruptive to the educational process. In order to maintain a secure and orderly learning environment, and to promote respect and coml esy regarding the use of cell phone and personal electronic devices, the District hereby establishes the following rules and regulations governing student use of cell phones and personal electronic devices, and procedures to address student misuse of their cell phone and personal electronic devices.

Students are allowed to bring their cell phones and personal electronic devices to school, however all devices must be stored in a student's academic school locker and must be tumed off during school hours. The school is not responsible for any lost, stolen, or damaged cell phones and personal electronic devices. Students may not store their devices in their Athletic/Physical Education lockers. Students may not use their devices during the school day (8:00-3:35) unless they have permission from a school administrator During the school day, the only electronic devices that may be used by a student are the school issued electronic devices. In case of an emergency, a student will be allowed to use their phone in the office.

b. Violations. Violations of the cell phone/personal electronic device policy will be dealt with in the following manner:

(1) First violation - The device will be confiscated by the staff member, and given to the principal. The student will be able to pick-up their device after school, after a conference with the principal.

(2) Second violation - The device will be confiscated by the staff member and given to the principal. On the second offense, a parent will be contacted and the parent will be required to pick-up the device from the principal.

(3) Third violation - The device will be confiscated by the staff member and given to the principal. The student will serve a Oneday In School Suspension (ISS), and the parent will be required to pick-up the device from the principal. The device will remain in the principal's office until the parent picks up the device from school (even if the parent cannot come to school that day).

Further violations of this policy, and/or an unwillingness to tum in the device when requested by a staff member will be considered insubordination, and will be dealt with accordingly per handbook policy that could lead up to a short- or long-term suspension or expulsion.

Coaches and sponsors may develop their own expectations in addition to these rules for team activities, such as bus trips, practices, camps, and so forth.

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.

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

3. Responsibilitv 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.

4. 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:

   a. Students found in possession of a "sexting" message shall be subject to one
      (1) day suspension from school.
   b. Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

5. 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 Pomography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

6. Harassment and Bullying Policv: 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 occun•ing 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.

7. Initiations. Hazing. Secret Clubs and Outside Organizations

a. Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

b, Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who

in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

c. Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

d. Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

8. 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. I st Offense: Student will be confronted and directed to cease.

b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.

C. 3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with Administrator(s) and/or counselor.

d. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

9. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.

a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.

b. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be consumed outside.

c. Students are expected to bring all books and necessary materials to class. This includes study halls.

d. Assignments for all classes are due as assigned by the teacher.

e. Students are not to operate the mini-blinds or the windows without permission of the teacher.

f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.

g. Students are to be in their seats and ready for class on the tardy bell.

h. Special classes such as Industrial Technology, Alt, 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.

10. Network, E-Mail, Internet and Other Computer Use Rules:

a. General Rules:

(1) 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.

(2) 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.

(3) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No

reasonable expectation of privacy shall exist in relation to network use.

(4) 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.

(5) 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. "

(1) 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.

(2) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).

(3) Users shall not use or try to discover another user's account or password.

(4) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

(5) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

(6) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

(7) 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.

(8) 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.

(9) 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.

(10) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

(11) 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:

(1) Be polite. Do not become abusive in your messages to others.

(2) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.

(3) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.

(4) 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.

(5) All communications and information accessible via the network should be assumed to be private property of others.

(6) Do not place unlawful information on any network system.

(7) Keep paragraphs and messages short and to the point. Focus on one subject per message.

(8) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.

(9) Other rules may be established by the network administrators or teachers from time to time.

d. Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

e. Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

11. Risks of Social Networking:

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

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

What you post on social networks may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a

suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on social network sites.

Here are some common-sense guidelines that you should follow when using social networks and the Internet in general:

 Don't forget that your profile on social network forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, 1M screens name, or specific whereabouts). Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.

 People aren't always who they say they are. Be careful about adding strangers to your friends list. Avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.

 Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to the authorities.

 Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see! Don't mislead people into thinking that you're older or younger.

We urge all students to follow these common-sense guidelines.

Section 4 Reporting Student Law Violations:

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

B. When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official

shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296 Neb. Rev. Stat. Section 79-2, 160

Date of Adoption: July 10, 2023

Date of Revision: June 9, 2025

Students

Graduation

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, except as otherwise required by state law.~~.~~ 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.

Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

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

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 8, 2024

Internal Board Policies - Organization

Annual 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 and Vice President, 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
   c. Consider, discuss and take action to select Legal counsel
   d. Consider, discuss and take action to elect Committees as determined by the Board of Education
   e. Consider, discuss and take action to select Depository bank(s)
   f. Designate the method of advance notice of Board meetings

~~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

Internal Board Policies - Methods of Operation

Designated Method of Giving Notice of Meetings

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

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

~~1. Publishing in a newspaper of general circulation within the District's jurisdiction, posting on the newspaper's website, if available, and posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers; or~~

~~2. Posting to the newspaper's website, if available, and posting to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of the newspaper will be finalized for print prior to the time and date of the meeting.~~

~~The Superintendent is delegated the authority to determine which method of notice to use for a board meeting.~~

~~If a newspaper refuses, neglects, or is unable to timely publish such notice, then notice may be given by (1) posting on the District's website, (2) posting notice on the statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) posting such notice in a conspicuous public place within the District. The Board Secretary shall keep a written record of such postings.~~

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

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

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

Legal Reference: Neb. Rev. Stat. §§ 79-554; 79-555 & 84-1411.

Date of Adoption: [Insert Date]

WAYNE COMMUNITY SCHOOLS – WAYNE STATE COLLEGE

INTERLOCAL AGREEMENT FOR FACILITIES USE

THIS AGREEMENT is made by and between Wayne Community School District 90-0017, also known as Wayne Community Schools, hereinafter referred to as "School" and the Board of Trustees of the Nebraska State Colleges doing business as Wayne State College, hereinafter referred to as "College".

WHEREAS, the Parties hereto desire to cooperate with each other on the basis of mutual advantage to provide access to facilities and library resources in a manner that will best meet the needs and development of both Parties under the Interlocal Cooperation Act as set forth in Neb. Rev. Stat. §§13-801 to 13-827; and

WHEREAS, continuing and expanding this cooperative relationship provides mutual benefit to both School and College.

NOW, THEREFORE, in consideration of mutual promises of the Parties hereto, it is agreed as follows:

1. **Duration**: This Agreement shall commence on August 2, 2026 and continue until August 1, 2031 unless amended or terminated by the Parties as hereinafter set forth.
2. **Organization, Administration and Scheduling**: A separate legal entity will not be created, but shall be administered by one individual appointed by each Party (hereinafter referred to individually as "Administrator" and collectively referred to as "the Management Board") who will meet as necessary to administer the cooperative relationship and to make appropriate adjustments as may be required from time to time. The designated College Administrator shall be: Mike Powicki, Athletic Director, (402) 375-7571, mipowic1@wsc.edu. The designated School Administrator shall be: Mark

Lenihan, Superintendent, (402) 375-3150, malenih1@waynebluedevils.org. The Administrator for each Party may be changed from time to time by either Party appointing such Administrator upon no less than seven (7) days advance written notice to the other Party. Each Administrator shall communicate with the other Administrator to effectuate the terms of the Agreement. The Management Board shall meet no less often than once every six (6) months to discuss any matters pertinent to this Agreement including, but not limited to, the shared use of facilities, equipment, library resources and scheduling.

3. **Purpose**: The purpose of this joint action is to provide both Parties the opportunity to use the facilities of the other to their separate and mutual benefit when such facilities are not in use by the owner thereof. The Management Board will work cooperatively.
4. **Manner of Financing**: School agrees to pay College the sum of $31,500 for the first year (2026-2027), $33,075 for the second year (2027-2028), $34,730 for the third year (2028-2029), $35,770 for the fourth year (2029-2030), and $36,845 for the fifth year (2030-2031) for a total amount of $171,920 over five years for use of all College facilities and library resources. Annual payments are due by September 30th of each year. Examples of facility use may include: football games, track and field events, basketball tournaments, classroom testing, graduation, athletic banquet, district music contest, homecoming dance, and prom. School agrees to allow College use of School facilities at no cost which will be scheduled as outlined in section 5b.
5. **Use of Facilities**: During the term of this Agreement, School shall have continuous and exclusive control and access to School facilities during all hours when instruction and activities are ongoing in School facilities. Likewise, during the term of this Agreement,

College shall have continuous and exclusive control and access to College facilities during all hours when instruction and activities are ongoing in the College facilities. It is further understood and agreed that either Party may upon prior notice to and approval of the other Party (mutual consent) be permitted from time to time the use of the facilities of the other during other agreed upon times under terms and conditions mutually agreed upon by the Parties.

a. ***Concessions:*** Concession areas are part of this Agreement. The Party that is using the other Party's facility also has access and control of the concession areas for each event. Each Party will be responsible for the operations of the concessions for their event and will provide the supervision, labor, food, drink, and equipment used in the concession stand (unless otherwise agreed upon). Following the event, the cleanup of the concession area is the responsibility of the user.

b. ***Scheduling of Games, Practices, and Other Events:*** The Management Board, or its designee, will schedule all practices and contests/meets.

    1. The owner of the facility will have first priority and will schedule all activities by May 1st for the following academic year. Other parties to this Agreement will have the second priority and will schedule all activities by May 15th for the following academic year.
    2. After these activities are locked in, other organizations will be allowed to schedule events.
    3. The Management Board will work together in scheduling to allow for special situations.

c. ***Supervision of Events***

1. The **user of the facility** will be responsible for their event. This will include, but not be restricted to the following:

   - Setup for the event
   - Organization and supervision of all game personnel
   - Parking and traffic control when needed - must coordinate with College security when event is at College facilities
   - Crowd control at the event
   - Trash cleanup of the bleachers, grounds and field
   - Security and safety/ambulance, when needed
   - Cleanup of concession stands following the event

2. The **owner of the facility** will be responsible for, but not restricted to the following:

   - Oversight of the facility and opening and closing the facility
   - Custodial services
   - Electrician on duty (if needed)
   - Cleanup of the restrooms
   - Setup score board and PA system and necessary furniture
   - Setup of the facility (as agreed upon)

d. ***Maintenance of Facility:*** Each Party will maintain their own facility (e.g. brushing of the field, painting, mowing, replacing lights, and other general maintenance).

e. ***Equipment:*** The owner of the facility will provide common equipment for the facility (e.g. yard markers for football, hurdles for track, score clock for basketball).

6. **Use of Library Resources**: During the term of this Agreement, School secondary students shall have access to College's online library databases and collections. The College will provide electronic credentials to the required systems.
7. **Indemnification and Insurance**: Both Parties, School and College, hereby agree to indemnify, defend, and hold the other Party harmless from any and all suits, claims, and actions of any kind, including reasonable legal fees, arising out of either Party's use of the other Party's facilities, equipment or other matters agreed upon hereunder, or negligence of the services and materials provided to or used by the indemnifying Party, its employees, or agents. Both Parties agree to provide, at their own expense, liability insurance to indemnify themselves in the event that they become liable for the payment of a judgment based upon their acts or omissions, or the acts or omissions of their agents or employees in the performance of this Agreement.
8. **Termination**: This Agreement may be terminated unilaterally during its term by either Party on thirty (30) days written notice. Should termination occur during an academic year, September through May, any amounts paid in accordance with this Agreement are refundable on a pro-rated basis.
9. **Assignment**: This Agreement shall be binding and inure to the benefit of the Parties and their successors or assigns; provided, this Agreement shall not be assigned or otherwise transferred to a third party without the prior written consent of the other Party hereto.
10. **Notices**: All notices and other communications which are required or permitted herein shall be in writing and sufficient if delivered personally, sent by email followed by written confirmation of receipt, or sent by registered or certified mail, postage prepaid,

return receipt requested, to the other Party's Administrator at the mailing address listed below or email address as defined in section 2.

College Mailing Address: 1111 Main Street, Wayne, NE 68787

School Mailing Address: 611 W 7th Street, Wayne, NE 68787

11. **Governing Law and Entire Agreement**: This Agreement shall be governed by and interpreted in accordance with the statutory and decisional laws of the State of Nebraska. This Agreement constitutes the entire Agreement of the Parties with respect to the subject matter hereof. All prior agreements, representations, statements, and negotiations are hereby superseded. This Agreement may be amended only by a writing executed by both Parties.
12. **Approval**: This Agreement has been approved by governing boards of School and College at a regular or special meeting conducted in compliance with the Nebraska Open Meetings Law.

IN WITNESS WHEREOF, the Parties have set their hands this 11th day of June, 2026.

WAYNE COMMUNITY SCHOOL DISTRICT 90-0017, ALSO KNOWN AS WAYNE COMMUNITY SCHOOLS

By: _____
Superintendent

BOARD OF TRUSTEES OF THE NEBRASKA STATE COLLEGES DOING BUSINESS AS WAYNE STATE COLLEGE

By: _____
Board Chair

AN INTERLOCAL AGREEMENT
TO SHARE LAW ENFORCEMENT RESOURCES
BETWEEN THE CITY OF WAYNE AND
THE WAYNE COMMUNITY SCHOOLS BOARD OF EDUCATION 90-0017

THIS AGREEMENT ("Agreement") is made and entered into by and between the governmental entities which are The City of Wayne, hereinafter called the "City" and the Wayne Community Schools Board of Education 90-0017, hereinafter called the "School District" which on its effective date are, or become signatories hereto:

WITNESSETH THAT:

WHEREAS, it is the recognized responsibility of general purpose political subdivisions to provide and maintain a certain basic level of public services for their residents, including the areas of health and public safety; and

WHEREAS, it is the recognized responsibility of the School District to provide and maintain a certain basic level of public services for its student population, including the areas of health and public safety, and

WHEREAS, it is recognized that the provisions of said basic services are sometimes best accomplished jointly because of certain hardships which might be experienced if undertaken singularly, and

WHEREAS, it is recognized that certified, sworn law enforcement officers can enhance the level of protection provided to the students by civilian security officers, and

WHEREAS, it is the desire of the parties hereto signed to participate in the joint use of the city's law enforcement personnel and resources.

NOW, THEREFORE, BE IT RESOLVED, that the City of Wayne and the School District do hereby agree to the following:

1. <u>Authority and Purpose</u>

a. Article XV, Section 18 of the Constitution of the State of Nebraska and the Interlocal Cooperation Act of the State of Nebraska, Neb. Rev. Stat. 13-801 *et seq.,* (the "Act"), authorize any two or more public agencies to enter into agreements for joint or cooperative exercise of any power, privilege or authority exercised or capable of exercise individually by such public agencies. The School District and the City are public agencies within the meaning of the Act.

b. The City has the authority to provide law enforcement services and the School District has the authority to ensure safety services on the Wayne

Community Schools campus (the "Campus"), and to enter into any contracts to effectuate this authority and responsibility.

c. It is the purpose of this Agreement for the School District and the City to make the most efficient use of their powers by cooperating with each other on the basis of mutual advantage and timely providing services as identified in this Agreement and in any addendum to this Agreement.

2. <u>Administration of Agreement</u>

a. The City and the School District will jointly administer and monitor all aspects, terms, and conditions of this Agreement. The Superintendent of Wayne Community Schools, or his/her identified designee, will be the School District's contact person for the purpose of this Agreement (see Section 17).

b. No separate legal or administrative entity is created under this Agreement.

3. <u>Law Enforcement Services to Be Provided by The City</u>

The City will provide on the Campus the following law enforcement services:

a. City will assign a certified police officer, hereafter called the "School Resource Officer," to the School District for ten (21) hours per week when regular classes are in session and beginning two (2) weeks prior to the start of the fall semester and ending when school dismisses for the school year.
b. The School District has arranged and paid expenses for the required 20 hours of training within six months of the beginning of the 2023-24 school year. Should a new officer be assigned for future school years, the School District will do the same;

4. <u>Community Policing & Crime Prevention</u>

a. The School District and the City recognize that positive interaction between the
School Resource Officer, students, faculty and staff is beneficial to both parties. It is further recognized that crime prevention efforts on Campus should reflect those of the community as well.

b. To provide a community policing presence, the School Resource Officer will attend School District meetings and activities as part of his/her assigned duties, as requested by the School District and as he/she is

available. The School Resource Officer will be an active member of the School District Safety Committee.

c. The City will not provide overtime pay for the School Resource Officer to attend these meetings. Any extra shift time spent at these or similar meetings will be taken off before or after the officer's regularly assigned Campus shift.

d. The School Resource Officer will meet regularly with the Principal and Superintendent.

5. Use of Equipment

a. The Police Department will provide the School Resource Officer with all uniforms, equipment, leather, firearms, and continuing education at all times relevant to this Agreement.

b. The City will provide a vehicle for the School Resource Officer to use.

6. Direct Oversight of the Agreement to Provide Police Coverage on Campus

Certified Police Officers are employees of the City of Wayne Police Department and as such must be under the direct supervision of the Chief of Police or his/her designee.

The School Resource Officer is not to be deemed an employee of the School District and has no authority to make any binding commitments or obligations on behalf of the School District except as expressly provided herein. Liability and all other insurance coverage as well as Workers
Compensation coverage for the School Resource Officer is the responsibility of the City of Wayne.

The Chief of Police will communicate regularly with the Superintendent or his/her designee and the School Principals review and evaluate the provisions of this Agreement.

7. Fees for Service

The total charge to the School District by the City for the above defined law enforcement services shall be a total of $52.59~~48.52~~ per hour and based on

21hours per week. For the first year (August 1, 2026~~5~~-May 31, 2027~~6~~) to be paid in ten (10) monthly installments. The School District and City will confirm by May 1st the actual cost for the following year.

8. Agreement Duration

The term of this Agreement shall be for one (1) year commencing on August 1, 2026~~5~~, except that either the City or the School District may execute a written sixty (60) calendar day notice to quit or withdraw from the Agreement. Terms of the agreement for subsequent school years will be agreed upon by both parties on or about May, 1, 2027~~6~~.

9. Agreement Amendments

This Agreement may be amended at any time by the written agreement of both parties.

10. Indemnification

To the maximum extent permitted by law, each party agrees to indemnify and defend the other party against, and to hold it harmless from, all claims, suits, liability, expense or damage (including reasonable attorneys' fees and court costs) for damage to property, injury to persons (including death) and any other claims, suits, or liability resulting from the negligence of such party or any of its employees or agents; provided however, the indemnification under this Section 14 shall not apply if such claims, suits, liability, expense or damage is the direct result of the willful misconduct or gross negligence of either party. In no event shall either party be liable for any punitive, consequential, or special damages or lost profits incurred or alleged to have been incurred.

11. New Employee Work Eligibility Status.

Employee Work Eligibility Status. The City is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

The City understands and agrees that lawful presence in the United States is required and the City may be disqualified or the Agreement terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108.

12. Liability Insurance Requirements

The City is required to carry liability insurance in the amount of one (1) million dollars per occurrence with a four (4) million-dollar umbrella. The City's insurance policy shall be primary and non-contributory. The School District shall be named as an additional insured party on the policy and the certificate of insurance shall reflect that the policy waives its right of subrogation against the School District. A copy of the certificate shall be provided to the School District.

By:	_____		_____
Name:	Jill Brodersen	Name:	Mark
Title:	Mayor	Title:	Superintendent
Attested By:	_____		
	City Clerk		
Date:	_____	Date:	_____

The designated School District representative for purposes of monitoring and oversight of this Agreement is the Superintendent of Schools or his/her designee.

This Agreement is hereby executed by the City of Wayne and the Wayne Community Schools Board of Education, upon the respective dates set forth following the executory signature attached to this Agreement.

Educational Service Unit Coordinating Council

2026 - 2027 Annual
ESUCC - Sysco Food Program

ESUCC Affiliated School:	***Wayne Community Schools*** ***611 W 7th St*** ***Wayne, NE 68787***

1.) Agreement Period: **August 1, 2026 to July 31, 2027**
2.) Awarded Vendor: Sysco
3.) Terms & Conditions:

A. Anticipated Participation Level Calculation:

School 2025 NDE Reported Food Expenditures:	$373,636.00
Minus 2025 Commodities:	$50,478.01
Equals Calculation Amount:	$323,157.99
	X 60%
Equals School Annual Anticipated Usage Amount:	**$193,894.79**

B. Protocol for Under Usage

1.) Due to our contractual agreement with our Prime Vendor, schools must make a good faith effort to meet their purchasing threshold in order to receive the program benefits. If a school is unable to meet the anticipated usage then we will work with both the Prime Vendor and the School to come to an amicable resolution. There is no financial penalty for not meeting the 60% anticipated usage amount.
2.) Schools fulfilling their 60% anticipated committed volume will receive an account credit of 1% of total sales at the end of the program year.

C. Cancellation

Schools choosing to withdraw from their participation in the state-wide Food Cooperative Purchasing Program will need to notify ESUCC Cooperative Purchasing office in writing a minimum of sixty (60) days prior to desired withdrawal date.

STERLING

SALES QUOTATION

Quote No. Q-00758225
Ref. No. Wayne - Dell Chrombook 11 (150)

Date 4/29/2026
Exp. Date 5/13/2026

Sterling Account Manager
Angie Sexton
PO Box 1995
303 Centennial Drive
North Sioux City, SD 57049
(605) 242-4037
angie.sexton@sterling.com

Customer Information
Wayne Public School
Ben Promes
611 W 7th St
Wayne, NE 68787-1715
(402) 375-3150
beprome1@waynebluedevils.org

Terms	FOB	Contract	Estimated Lead Time
Net 30	Destination	NASPO NE DELL #23026 PA# 15916 OC C000001250586	60 Business Days ARO

Line No.	QTY	Part Number	Description	Unit Price	Extension
1	150	210-BSQY	Dell Chromebook 11 CC11260	$443.75	$66,562.50
2	150	338-CTMG	Intel(R) Processor N150 (6 MB cache, 4 cores, 4 threads, up to 3.60 GHz, 6W), 8GB, 64GB, 2 USBC	$0.00	$0.00
3	150	370-BCDV	8GB 4800MT/s LPDDR5 Non-ECC	$0.00	$0.00
4	150	400-BNIB	64GB eMMC Hard Drive	$0.00	$0.00
5	150	634-BUOO	ChromeOS	$0.00	$0.00
6	150	391-BKGH	Laptop, 11.6", Touch, HD (1366x768) TN, Anti-Glare, Dual Mic, HD Camera, WLAN	$0.00	$0.00
7	150	583-BNKS	English US non-backlit keyboard	$0.00	$0.00
8	150	555-BJNJ	Intel Wi-Fi 6E (6 where 6E unavailable) AX211 + Bluetooth	$0.00	$0.00
9	150	451-BDNJ	3-cell, 45 Wh	$0.00	$0.00
10	150	492-BDTG	65W USB-C AC adapter	$0.00	$0.00
11	150	346-BMKS	Palmrest, 2 USB C, Clamshell	$0.00	$0.00
12	150	450-AMEI	E4 Power Cord 1M for US	$0.00	$0.00
13	150	340-DXQH	Quickstart Guide	$0.00	$0.00
14	150	340-DNBV	Documentation	$0.00	$0.00
15	150	998-HVCW	Fixed Hardware Configuration	$0.00	$0.00
16	150	389-FPCV	Laptop, TNR Camera, 2 USBC, Touch	$0.00	$0.00
17	150	340-DXYK	Min Packaging, 65W, Dell Chromenbook 11 CC11260	$0.00	$0.00
18	150	389-FNWH	Intel(R) Processor N150 CPU Label	$0.00	$0.00
19	150	800-BBQM	BTS/BTP Smart Selection Shipment, Chromebook (VS)	$0.00	$0.00
20	150	321-BMGJ	Bottom Door, Wlan, Clamshell	$0.00	$0.00
21	150	722-5211	Onsite/In-Home Service After Remote Diagnosis, 1 Year	$0.00	$0.00
22	150	722-5224	Dell Limited Hardware Warranty Initial Year	$0.00	$0.00
23	150	CROSSWDISEDUNEW	Google Chrome Management Console License - Education	$32.00	$4,800.00

TOTAL **$71,362.50**

Quotation Comments

Contract #: C000001250586

Ask your Sterling Account Manager about our Complete Ship Services: An efficient, convenient, and secure way to receive your order.

Terms and Conditions

All products and services sold, licensed, resold, distributed, and provided (as applicable) by Sterling are subject to Sterling's Return Guidelines (located at https://sterling.com/contact/return-information/) and the terms and conditions (if any) imposed by the applicable Sterling Partner (the original manufacturer, seller, licensor, or provider).

Wayne Community Schools

Early Learning Center

Student-Parent Handbook

Learning for Life, Every Student, Every Day

2026-2027

Wayne Early Learning Center
903 West 7th St.
Wayne, NE 68787
402-833-1450

Principal
Courtney Maas

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Foreword
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 and Wayne Early Learning Center. Every family is responsible for becoming familiar with the handbook and discussing the expectations and information with their child. Parents are encouraged to use this handbook as a resource and to assist their child in following the expectations 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 statues and regulations.

Wayne
Board of Education

President
- Jaime Manz jamanz1@waynebluedevils.org

Vice President
- Justin Davis judavis1@waynebluedevils.org

Recording Secretary
- Deb Daum dedaum1@waynebluedevils.org

Board Treasurer
- Darian Stoltenberg dastolt1@waynebluedevils.org

Member
- Jodi Pulfer jopulfe1@waynebluedevils.org

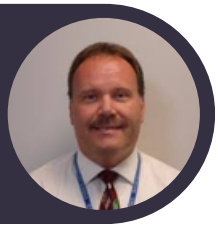
Member
- Lynn Junck lyjunck1@waynebluedevils.org

Member
- Brent Pick brpick1@waynebluedevils.org

Member
- Sylvia Ruhl syruhl1@waynebluedevils.org

Board Members may be contacted by calling the Wayne District Office at (402) 375-3150.

Wayne
Administrative Team



Mark Lenihan - Superintendent
malenih1@waynebluedevils.org
Dr. Lenihan serves as the Superintendent of Wayne Community Schools, leading with a vision of excellence, innovation, and student-centered growth. His commitment to fostering a supportive and forward-focused learning environment inspires success for all students.

Misty Beair - Student Services Director
mibeair1@waynebluedevils.org
Mrs. Beair serves as the Director of Early Learning and Student Services for Wayne Community Schools, committed to creating supportive, inclusive, and future-focused opportunities for all students to thrive.

Courtney Maas - Preschool-2nd Grade Principal
comaas1@waynebluedevils.org
Mrs. Maas serves as the PreK–2nd Grade Principal at Wayne Community Schools, leading primary learners with a focus on joyful growth, strong foundations, and meaningful family partnerships that support each child's success.

Andi Diediker - 3rd-6th Grade Principal
andiedi1@waynebluedevils.org
Mr. Diediker is the 3rd–6th Grade Principal at Wayne Community Schools, dedicated to empowering students through a positive, challenging, and future-ready learning environment.

Russ Plager - High School Principal
ruplage1@waynebluedevils.org
Mr. Plager is the High School Principal at Wayne Community Schools, committed to preparing students for their future through academic excellence, leadership development, and strong school-community connections.

Dave Wragge - 7th-8th Principal & Athletic Director
dawragg1@waynebluedevils.org
Mr. Wragge serves as the Athletic Director and Junior High Principal at Wayne Community Schools, fostering student growth through leadership, teamwork, and a commitment to well-rounded educational and extracurricular experiences.

Welcome **Message**

Parents and Guardians,
Welcome to Wayne Early Learning Center, home of the Blue Devils! We look forward to having you join our school community during the upcoming school year.
Wayne Early Learning Center is located in Wayne, NE. We serve approximately 250 students, Preschool through second grade. Wayne Early Learning Center has 3 or 4 sections at each grade level. In addition to classroom instruction, teachers provide students with education in the content areas of Media, Art, Music, CIC (Counselor In the Classroom), and Physical Education. Wayne ELC is a school-wide Title 1 school.
Here at Wayne Early Center we have implemented PBIS (Positive Behavioral Interventions and Supports). We are an NEMTSS PBIS school that implements proactive behavior strategies and teaches appropriate student behavior to create a positive learning environment.
This handbook contains policies and procedures adopted by the Wayne Community School Board. The ELC follows these policies and procedures in order to create a positive school culture where all students feel welcome and can learn.
At Wayne Early Learning Center, we believe in order to have positive outcomes for anything, there needs to be a team approach with all stakeholders. We will respect, support each other, and be fully invested in doing what is best for our students. We expect open communication and collaboration for all to feel informed and connected to the learning of our students. This team effort helps create positive student outcomes, which strengthens the community as a whole. Working together will provide a wonderful school year!
We look forward to working with you! You are encouraged to get involved in our school community by attending our school events. A great way to get involved is by joining our WEB (Wayne Elementary Boosters) group.
If you have any questions please feel free to call or email me.

Go Blue Devils!

Courtney Maas
Principal, Wayne Early Learning Center
comaas1@waynebluedevils.org
(402) 833-1450

ELC
Teaching Staff

Preschool
- Gwen Frideres
- Kelly Ptacek

Kindergarten
- Tanya Heikes
- Savannah Leseberg
- Lisa Meyer
- Emily Rockhill

1st Grade
- Jessica Loberg
- Audrey Loberg
- Candace Petersen
- Jennifer Thomas

2nd Grade
- Mike Jaixen
- Jodi Lutt
- Cheryl Suehl

English Language Teacher
- Caitlin Smith

Title 1
- Ashley Hoffman

Art
- Ryan Surber

Counselor in the Classroom (CIC)
- Kecia Schenk

Media
- Sarah Oltjenbruns

Music
- Alana Posvar

PE
- Rylee Shaw

Special Education
- Brooke Henderson
- Carlie Anderson

ELC
Support Staff

Administrative Assistant
- Brenna Anderson

Student Services Director
- Misty Beair

Student Services Administrative Assistant
- Paula Gemelke

School Nurse
- Abby Wragge

Director of Maintenance
- Jordan Widner

Food Services Manager
- Theresa Tiedtke

Technology
- Ben Promes
- Carter Hasemann

Grounds
- Kurt Daum
- Dennis Raulston

School Psychologist
- Rachel Kerby

Assistant School Psychologist
- Carrie Roerig

Speech Pathologist
- Kara Heithold

Heartland Therapy
- Lora Heithold

School Calendar

School Calendar

The Early Learning Center will follow the Wayne Community Schools District calendar.

Mission and Goals

Article 1

Vision

Learning for Life, Every Student, Every Day.

Mission

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

Value Statements

Wayne Community Schools values...

W - Working in Partnerships

C - Committing/Commitment to Excellence

S - Success in Life

Expectations

- Be Responsible
- Be Prepared
- Be Safe

Mission and Goals

Character Traits

1. Respect
2. Responsibility
3. Honesty/Trust
4. Caring/Fairness
5. Perseverance
6. Self-Discipline
7. Courage
8. Citizenship

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.

Mission and Goals

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

- 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.
- 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.
- 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.
- 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.
- 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.

Mission and Goals

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- A welcoming environment for parents and the community.

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.

Mission and Goals

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.

Mission and Goals

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

Preschool Schedule

Mrs. Frideres

3-Day 4 Year Olds
Mon: 8:00-3:00
Wed: 8:00-2:00
Fri: 8:00-12:30

2-Day 3 Year Olds
Tue: 8:00-3:00
Thr: 8:00-3:00

Mrs. Ptacek

5-Day 4 Year Olds
Mon: 8:00-3:00
Tue: 8:00-3:00
Wed: 8:00-2:00
Thr: 8:00-3:00
Fri: 8:00-12:30

Kindergarten-2nd Grade Schedule

Kindergarten through 2nd Graders will begin school at 8:00 AM and dismiss at 3:10 PM on Mondays, Tuesdays, Thursdays, and Fridays.
Wednesdays are a district-wide 2:00 dismissal designated for professional development.

Early Learning Center Building Hours

The Early Learning Center doors will be open Monday-Friday from 7:30 AM - 4:30 PM. Staff may be at the center earlier preparing for daily activities. However, children are not allowed to be left at the ELC until doors are unlocked at 7:30 AM, when supervision is available. All doors are locked at 8:00 AM for the safety of your children. Visitors will be buzzed in and will need to check in with the office.

2:00 Dismissal Days

The office is open from 7:30am to 4:30 pm, Mondays-Thursdays and 7:30-4:00 pm on Fridays. Supervision will be available starting at 7:30 am. Students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity.

School Day

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.

School Day

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 administrative assistants 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.

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 3:10 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.

School Day

K-2nd Grade Drop-off

The lower lot closest to the ELC is designated for students being dropped off by car. Cars need to pull all the way forward before stopping to have your child/children exit the vehicle. Please do not stop over the crosswalk. This is a one way lot. Please exit to the south and follow the one-way road.
The top lot is where buses drop off in the morning. Students are directed to go to the crosswalk and down to the lower lot to cross on the crosswalk.

Kindergarten-2nd Grade students are highly encouraged to enter school independently. The students walk in the main entrance of the building. If students arrive before 7:55 they will go directly to the gym where they are picked up by their classroom teacher. Breakfast is served from 7:30-7:50. If they arrive after 7:50 and need to eat breakfast, they will be given a grab-n-go breakfast and eat in their classroom.

Preschool Drop-Off

Preschool parents will park in the top lot on the far Southwest side. Parents will walk their child into the building using the SOUTH door until we establish independence. A staff member will greet you at the door.

After School Traffic Flow

Kindergarten-2nd Grade students who are in Kids Club or who have older siblings to meet at the Elementary will ride the bus from the ELC to the Elementary. They are dismissed at 2:58, go to the gym to check in and then to get on the bus at 3:05. The bus takes them to the Elementary where they go to the cafeteria to check in and to meet Kids Club or older siblings.
Teachers bring their classes outside to their designated spots for car pickup between 3:05-3:10.

- Kindergarten classes wait on the Southwest sidewalk of the bottom lot.
- 1st grade classes wait on the Northwest sidewalk of the bottom lot.
- 2nd grade waits up above between the top lot and the bottom lot near the steps for car pickup.
- **Siblings or people who are carpooling go to the youngest child's meeting spot to wait together and watch for their car.**

All other bus riders are dismissed at 3:10 and go to the gym where they check in and wait for the buses to arrive at 3:25.

School Day

Bus Information

Kindergarten-2nd Grade students are allowed to ride the bus. One bus picks students up at the ELC to ride to the Elementary. The buses then pick elementary bus riders up at 3:15 and head to the Early Learning Center to pick up bus riders from the ELC. From the ELC the buses will go to the Junior High/High School to pick up bus riders.
If your child needs to ride the first bus from the ELC to the Elementary for Kids Club or to meet siblings or a parent, you must fill out bus paperwork at the District Office. For more information, call (402) 833-1450.

Signing a Child In & 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.

School Day

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.

Changes in Schedules

If there is a change in your child's schedule, please notify the school by calling the Early Learning Center office. They will notify your child and/or teacher of any changes. Please do not e-mail your child's teacher in case there is a substitute teacher or your child's teacher is unable to check their e-mail.

If there is a permanent change in your child's transportation schedule, please notify the Early Learning Center office and your child/children's teacher(s). Your child's written dismissal plan will be followed unless the school/teacher is notified via phone call or written note from the parent.

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.)

School Day

Recess Breaks

Students at Wayne Early Learning Center 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.

Preschool

1, 30-minute recess

Kindergarten-2nd Grades

3, 15-minute recesses

Recess Clothing Guidelines

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. 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. Please understand that temperatures change throughout the day and they may not need a jacket or coat for one recess but they will the next. We suggest to have your child keep a jacket in their locker at school. They will not be allowed to use items from the Lost & Found.

Wind Chill and Temperatures

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

55 degrees 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 & gloves recommended)

0 degrees and below

Clothing Guidelines: No outdoor recess but please continue to wear appropriate clothing in case of an emergency or emergency drill

School Day

Playground Temperatures

With extreme or prolonged heat, the playground equipment and mat are reach unsafe temperatures. With many of our students in shorts, skirts, or crawling on the equipment, these temperatures pose a serious risk. For student safety, students will have recess indoors or outside in grassy areas when equipment or surface temperatures are too high. We will check temperatures throughout the day and adjust plans as needed. Indoor recess will be spread across classrooms, Idea areas, and part of the gym (when available). We will follow the National Institute of Standards and Technology temperature guidelines:

- 118°: First-degree burn
- 131°: Second-degree burn with blistering
- 140°: Burned tissue becomes numb and more susceptible to burning
- 162°: Skin tissue is instantly destroyed

Playing in the Snow

- If a student has snow gear (boots, snow pants, coat, and gloves) they will be able to play in the snow.
- If a student has boots and 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 areas that are cleared of snow.

School Day

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 receive 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 8:30 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.” 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.

School Day

Birthdays

Birthdays are celebrated in homerooms through a variety of activities. 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.

Assemblies

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

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.

Change of Information

Should any student move to a new place of residence, the parent must notify the Early Learning Center's office as soon as possible of address, phone number, or job changes. This is to ensure you receive proper school communication and information, as well as have correct contact information in case of emergency.

Emergency Drills

Tornado 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.

Emergency Protocol

Article 3

In Case of Emergency: General Information

Wayne Community Schools takes emergency preparedness very seriously and has plans in place to keep students safe in any situation. Staff are fully trained in emergency procedures, and students practice safety drills throughout the year so they know what to do.

In the event of an emergency during the school day, student safety is always the top priority. Staff will remain with and care for students until they can be safely reunited with their families. In rare, serious situations, school leaders may decide to dismiss or relocate students to ensure their safety.

Families play an important role during emergencies. Parents and guardians are asked to follow directions from school staff, remain calm, and be patient so procedures can be carried out safely and efficiently for all students.

In Case of Emergency:

Please DO NOT call the school!

Listen to local radio and check social media for information:

- KTCH
- FaceBook: https://facebook.com/waynecommunityschools

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.

Emergency Protocol

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 – **We appreciate your PATIENCE**!

Thank you for your cooperation in this!

Use of Building and Grounds

Article 4

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.

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.

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 lost, stolen, or damaged — including those stored in lockers — remain the responsibility of the student to whom they were issued. Please note that lockers do not lock; therefore, students are strongly encouraged to take reasonable precautions and avoid leaving valuable items unattended.

Lockers

All PreK-2 students will be assigned a locker. Students are expected to keep cold lunches, coats/jackets, and belongings 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.

Use of Building and Grounds

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 & 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 of a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
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.

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.

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.

Use of Building and Grounds

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.

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 the school day.

Bicycles and Scooters

Bicycles and scooters must be parked to the side of the main entrance. The school is not responsible for damage or theft of parts while bicycles and scooters are on school property.

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.

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 donated.

Use of Building and Grounds

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.

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.

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. Approved posters will be hung by office personnel. Posters will be removed within 48 hours after the event.
Upon request, a professional employees' organization, as defined by state law, shall be granted reasonable access to the physical or electronic mailboxes of certificated employees for purposes consistent with state law and Board Policy. The Superintendent or designee may establish reasonable, content-neutral procedures governing the time, place, and manner of such access to ensure that school business is not disrupted and that the District maintains employee privacy. A professional employees' organization shall also be permitted to provide information to certificated employees, including at employee meetings or orientation sessions, subject to reasonable administrative scheduling and oversight.

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.

Use of Building and Grounds

Copyright and Fair Use Policy cont.

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.

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.

Grounds and 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.

Traffic will flow one way to the south. Do not stop on cross-walks. Please drive with extreme care and caution.

To ensure a safe and smooth arrival and dismissal process, please note the following parking guidelines:

- Preschool Drop-Off & Pick-Up: The designated parking spots for preschool families are located in the southwest corner of the upper lot.
- Visitor Parking: After preschool drop-off and pick-up windows have ended, these designated spots become visitor parking during the regular school day.
- Additional Parking: If visitor parking is full, additional parking is available in the upper lot or the gravel lot on the South side of the 1-way road heading East.

Thank you for helping us keep arrival, dismissal, and the school day running safely and efficiently for all students and staff!

Attendance

Article 5

Attendance Policy & Excessive Absenteeism

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

Attendance & Absences

Circumstances of Absences - Definitions

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

Attendance

3. **Mandatory Ages of Attendance:** A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age **Exceptions for Younger Students:** Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.
4. **Reporting and Responding to Excessive Absenteeism:** Any District staff member or board member who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent or Superintendent's designee to be the attendance officer. The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend school.
5. **Excessive Absenteeism:** Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

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

Attendance

The plan shall also consider, but not be limited to:
(a) The physical, mental, or behavioral health of the child.
(b) Educational counseling;
(c) Referral to community agencies for economic services;
(d) Family or individual counseling; and
(e) Assisting the family in working with other community services.

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

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

Tardy to School

Students will be considered tardy to school if they are not seated in their classroom when the 1st bell rings.

Leaving School or Class

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

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

Please call the office informing them of the reason your child will not be in attendance. (402-833-1450). 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.

Attendance

Make-up Work

When a student is absent, they may be given work to complete at home for each day missed. This helps them stay caught up with what the class is learning. Teachers will decide how much time the student has to finish the work.
Parents or guardians should contact the teacher to ask about make-up work. For longer absences, an assignment sheet may be prepared. These materials can be picked up in the office after 3:30 p.m., or earlier if arranged by a parent.
If the make-up work is not completed, the student may not receive credit for those assignments.

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” 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.

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 truancies 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.

Truancy cont.

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 fifteen (15) 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.

Scholastic Achievement

Article 6

Promotion and Retention

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 Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the students parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

Legal Reference: Neb. Rev. Stat. Sec. 79-526 & 79-2,161

Date of Adoption: June 9, 2025

Report Cards

Preschool and Kindergarten will receive TS Gold report cards 3 times a year. 1st & 2nd Grade report cards are issued at the end of each quarter.

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.

Support Services

Article 7

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 Beair, Special Director, at (402) 833-1450.

Support Services

Special Education Services

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.

Students with Disabilities: Section 504

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."

Support Services

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.

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.

Support Services

Guidelines for Administering Medication cont.

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.

Support Services

Summary of the School Immunization Rules & Regulations

For the 2025-2026 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 4th 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 7th grade	Must be current with the above vaccinationsAND receive1 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

Support Services

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.

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.

Support Services

Behavior on School Buses

1. **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.
2. **Special Conduct Rules for Riding School Buses**
   a. Rules for Getting On and Off the Bus
      i. 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.
      ii. 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.
      iii. 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.
      iv. 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
      i. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
      ii. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
      iii. Talk quietly and use appropriate language.
      iv. Keep all parts of your body inside the bus.
      v. Keep your arms, legs and belongings to yourself.
      vi. No fighting, harassment, bullying, intimidation or horseplay.
      vii. Do not throw any object.
      viii. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
      ix. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
      x. Do not damage the school bus.
3. **Getting the Driver's Assistance**: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.
4. **Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures up to the discretion of the principal.

Drugs, Alcohol, and Tobacco

Article 8

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.

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.

Standards of Student Conduct Pertaining to Drugs, Alcohol, & 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:

Drugs, Alcohol, and Tobacco cont.

Standards of Student Conduct Pertaining to Drugs, Alcohol, & Tobacco cont.

1. Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco
2. 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.
3. Possession of any prescription drug in an unlawful fashion.
4. Possession, use, distribution or being under the influence of alcohol.
5. 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.
6. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
7. 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.

Student Conduct Rules

Article 9

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.

Student 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 (i) the student's conduct, misconduct, or violation of the rule or standard ~~and;~~ (ii) the reasons for the action taken (iii) the actions taken by the school to attempt to address or alleviate the

Student Discipline cont.

behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less then twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. ~~The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.~~ The notice will include a description of (i) the students conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

3. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. ~~The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.~~

Student Discipline cont.

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

b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and

Student Discipline cont.

conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, ~~no~~a pre-kindergarten through second grade student ~~may~~shall not be suspended ~~from school~~, unless the student (1) brings a deadly weapon ~~on~~to school grounds, ~~in~~ a school vehicle, or ~~to~~ a school activity~~. Instead~~, or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances, the Principal or ~~Principal's~~ designee ~~may~~ shall implement appropriate alternative disciplinary measures on a case-by-case basis ~~if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student~~. A student who brings a deadly weapon ~~on school grounds, in a school vehicle, or to a school activity, then the student~~ may be expelled in accordance with this Policy's disciplinary procedures.

i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

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

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

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

Student Discipline cont.

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

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

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

B. Student Conduct Expectations

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

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment

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

Student Discipline cont.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.

Student Discipline cont.

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, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Willfully violating the behavioral expectations for riding school buses or vehicles.

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Student Discipline cont.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

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

D. Additional Student Conduct Expectations and Grounds for Discipline

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

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

Student Discipline cont.

a. Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
d. Head wear including hats, caps, bandannas, and scarves.
e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
f. Clothing or jewelry that is gang related.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this Policy.

2. Academic Integrity.

a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as

Student Discipline cont.

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 cooperatewith 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.

Student Discipline cont.

(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:

Student Discipline cont.

(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.

Student Discipline cont.

E. Law Violations

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

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

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

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296
Neb. Rev. Stat. Section 79-2,160

Student Discipline cont.

3. Cell Phones/Personal Electronic Devices

Philosophy and Purpose. The District prohibits students from using their cell phones and other personal electronic devices during the school day. Cell phones and personal electronic devices are disruptive to the educational process. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of cell phone and personal electronic devices, the District hereby establishes the following rules and regulations governing student use of cell phones and personal electronic devices, and procedures to address student misuse of their cell phone and personal electronic devices.

Students are allowed to bring their cell phones and personal electronic devices to school, however all devices must be stored in a student's academic school locker and must be turned off during school hours. The school is not responsible for any lost, stolen, or damaged cell phones and personal electronic devices. Students may not store their devices in their Athletic/Physical Education lockers. Students may not use their devices during the school day (7:30-3:35) unless they have permission from a school administrator. During the school day, the only electronic devices that may be used by a student are the school issued electronic devices. In case of an emergency, a student will be allowed to use their phone in the office.

Violations of the cell phone/personal electronic device policy will be dealt with in the following manner:

(i) First violation - The device will be confiscated by the staff member, and given to the principal. The student will be able to pick-up their device after school, after a conference with the principal.
(ii) Second violation - The device will be confiscated by the staff member and given to the principal. On the second offense, a parent will be contacted and the parent will be required to pick-up the device from the principal.
(iii) Third violation - The device will be confiscated by the school principal. Consequences will be considered insubordination and dealt with by the building principal.

Further violations of this policy, and/or an unwillingness to turn in the device when requested by a staff member will be considered insubordination, and will be dealt with accordingly per handbook policy that could lead up to a short or long term suspension or expulsion.

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

Student Discipline cont.

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

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.

Student Discipline cont.

4. **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 disciplinary measures will be determined by the Principal based 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.

5. **Inappropriate Public Displays of Affection (IPDA):** Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

a. 1st Offense: Student will be confronted and directed to cease.
b. 2nd Offense: Student will be confronted, directed to cease, and parent will be notified.
c. 3rd Offense: Student 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, shall result in disciplinary measures up to the discretion of the Principal and Superintendent of the district.

Student Discipline cont.

6. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, will be measures up to the discretion of the Principal and Superintendent of the district.

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 classrooms 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 in the mornings before school and before the dismissal bell so that others may pass in and out of the entry doors.
k. Snow handling is prohibited.

Student Discipline cont.

7. Network, E-Mail, Internet and Other Computer Use Rules:
General Rules:

a. 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.
b. 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.
c. 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.
d. 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.
e. 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.

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."

Student Discipline cont.

a. 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.
b. Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
c. Users shall not use or try to discover another user's account or password.
d. Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
e. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
f. Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
g. 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.
h. 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.
i. 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.
j. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
k. 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.

Student Discipline cont.

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:

a. Be polite. Do not become abusive in your messages to others.
b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
c. Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
d. 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.
e. All communications and information accessible via the network should be assumed to be private property of others.
f. Do not place unlawful information on any network system.
g. Keep paragraphs and messages short and to the point. Focus on one subject per message.
h. Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
i. Other rules may be established by the network administrators or teachers from time to time.

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, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

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.

Student Discipline cont.

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.

Student Discipline cont.

Reporting Student 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.

Extracurricular Activities: Rights, Conduct, Rules & Regulations

Article 10

Student Fees Policy

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

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to 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.

Extracurricular Activities cont.

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.

Extracurricular Activities cont.

(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.

3. **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.
4. **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.
5. **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.
6. **Distribution 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.

State & Federal Programs

Article 11

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
903 W 7th St
Wayne, NE 68787
(402) 833-1450

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.

State & Federal Programs

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, harassment based on sex; gender equity	Special Education Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act	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 & drug free schools	Elementary Principal

The Coordinator may be contacted at:
611 W. 7th Street
Wayne, NE 68787
(402) 375-3150

State & Federal Programs

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.

State & Federal Programs

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.

State & Federal Programs

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.

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

State & Federal Programs

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.
They are:
1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading at the time the record was created. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests or otherwise allowed by law. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

State & Federal Programs

Notification of Rights Under FERPA

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:

Office of the Chief Privacy Officer
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples may include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone number, and the name, address, telephone number, e-mail address and other contact information of
the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's extra-curricular participation;
6. Student's achievement awards or honors;
7. Student's weight and height if a member of an athletic team; and
8. Student's photograph

State & Federal Programs

Notification of Rights Under FERPA

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student, or would otherwise not be in a student's best interests.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.

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.

State & Federal Programs

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.

Notice to Parents of Students in Programs Receiving Title 1 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—
1. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
3. 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.

State & Federal Programs

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—
   1. attain English proficiency;
   2. achieve at high levels within a well-rounded education; and
   3. 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.

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.

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.

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."

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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

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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.
4. 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).
5. 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.
6. School officials of the receiving school may request an interview be conducted with parents and/or student(s) from the home/exempt school seeking admittance. The interview would serve as a supplemental tool in final placement of the student(s).
7. All above procedures must be completed prior to enrollment or exempt/home school student(s).

State & Federal Programs

Business Operations

Meal Charge Policy
It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

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 charge 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. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund. 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. The District will not use a debt collection agency to collect or attempt to collect, directly or indirectly, debts due or assessed to be owed for outstanding debts on a school lunch or breakfast account of any student. Nor will the District assess or collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of any student.

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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.

Distribution Annually
This policy shall be provided or made available to all students' households at the start of each school year and to households transferring to the District during the school year. This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals. The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Nondiscrimination Statement
In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained by scanning the QR code or visiting the USDA link: **USDA Link**

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A complaint form can also be obtained from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights 1400
   Independence Avenue, SW
   Washington, D.C. 20250-9410
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

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.

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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 date 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).

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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,

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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).

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Parental Involvement

6400 Policy Title I Parental and Family Involvement Policy

Wayne Public 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, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.
2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.
4. Upon request of a parent, guardian, or educational decisionmaker the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents,

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Parental Involvement cont.

guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:

- Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

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No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.
No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

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

State & Federal Programs

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.

State & Federal Programs cont.

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.

State & Federal Programs cont.

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:

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Wayne Community Schools Expectations

Title I Student/Parent/Teacher Compact

"Learning For Life"

Students Promise:

Return completed school work on time.
Be at school on time unless I am sick.
Be responsible for my own behavior.
Try my best at all times.
Respect and cooperate with other students and adults.

Family Promise

Provide a quiet place/time to do schoolwork and encourage my child to complete homework.
Ensure my child gets adequate sleep and has a healthy diet.
Make sure my child is at school on time.
Communicate and work with teachers and staff to support and challenge my child.

School Promise

Teach necessary and challenging academic concepts to your child.
Be aware of the needs of your child.
Regularly communicate with you on your child's progress.
Provide high quality curriculum and instruction in a supportive and effective learning environment, to enable children to meet challenging state academic standards.
Provide a safe, positive learning environment for your child.
Respect the cultural differences of students and their families.
Provide high quality curriculum and instruction to your child while being aware of the specific needs of your child.

Signing this demonstrates your willingness and eagerness to participate with us to ensure your child's success:

Student signature: _____ Date:_____

Parent signature: _____ Date:_____

Principal Signature: _____ Date: _____

(Please return entire page. A copy will be made and sent home.)

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);

1. 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).
2. 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: _____

STUDENT - PARENT HANDBOOK OF WAYNE ELEMENTARY
2026-2027

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Wayne Community Schools Student-Parent Handbook
2026-2027 School Year

Foreword

Section 1 Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about 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
Jaime Manz, President	jamanz1@waynebluedevils.org 402-375-3150
Justin Davis, Vice President	judavis1@waynebluedevils.org 402-375-3150
Deb Daum, Secretary/Treasurer	dedaum1@waynebluedevils.org 402-375-3150
Jodi Pulfer	jopulfe1@waynebluedevils.org 402-375-3150
Brent Pick	brpick1@waynebluedevils.org 402-375-3150
Sylvia Ruhl	syruhl1@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
Andi Diediker	Principal	Elementary School (3-6)	andiedi1@waynebluedevils.org 402-375-3854
Misty Beair	Special Education Director	All District	mibeair1@waynebluedevils.org 402-833-1450

Section 4 Teaching Staff

Wayne Elementary School

Name	Department	Grades
Carlie Anderson	Special Education	2-5
Jack Belt	Language Arts, Math	Sixth Grade
Aaron Carlson	P.E	3-6, HS
Sonya Carlson	Special Education- RISE Program	K-12
Chris Clinchard	Language Arts, Social Studies	Fifth Grade
Nichelle Daum	Special Education	5-6
Staci Foote	Language Arts, Math, Science, Social Studies	Third Grade
Maggie Gubbels	Behavior Specialist	PK-12
Kara Heithold	Speech Therapist	PK-12
Lora Heithold	Heartland Counseling	K-6
Micaela Hight	Language Arts, Math, Science, Social Studies	Third Grade
Kim Hix	Language Arts, Math, Science, Social Studies	Fourth Grade
Rachel Kerby	School Psychologist	PK-12
Paige Kinnaman	Language Arts, Math	Fifth Grade
Jessica McPhillips	Language Arts, Science	Fifth Grade
Susan Metzler	Language Arts, Math, Science, Social Studies	Fourth Grade
Sarah Oltjenbruns	Media Specialist	K-6
Annette Phipps	Language Arts, Science	Sixth Grade

Alana Posvar	General Music/Band	K-6
Ben Promes	Technology Director	PK-12
Kecia Schenk	Counselor	K-5
Emily Sims	Title 1	3-6
Tiyah Spaans	Counselor	6-8
Winter Stewart	Language Arts, Math, Science, Social Studies	Fourth Grade
Ryan Surber	Art	K-8
Phylis Trenhaile	Language Arts, Social Studies	Fifth Grade
Rylee Wagner	Language Arts, Social Studies	Sixth Grade
Carrie Wendte	ELL	3-6
Alex Wieland	Band	5-12
Carrie Williamson	Language Arts, Math, Science, Social Studies	Third Grade
Abby Wragge	Nurse	PK-12

Section 5 Support Staff

Name	Building	Position
Deb Daum	Jr./Sr. High	Superintendent Assistant
Kurt Daum	All Buildings	Grounds
Morgan Paulson	Elementary	Administrative Assistant
Ben Promes	Jr./Sr. High	Technology Director
Nicole Rager	Jr./Sr. High	Assistant Bookkeeper
Dennis Raulston	All Buildings	Grounds
Cindy Sherman	Elementary	Administrative Assistant
Darian Stoltenberg	Jr./Sr. High	Business Manager
Teresa Tiedtke	Jr./Sr. High	Food Service Manager
Jordan Widner	All Buildings	Director of Maintenance

Section 6 School Calendar

See 2026-2027 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. <u>Complaint procedure</u>

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 3 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.

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.

50 – and up

- Clothing Guidelines: Regular dress code applies

36 – 49 degrees

- Clothing Guidelines: Pants and jacket or hooded sweatshirt

0 – 35 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." 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.

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/Kid's Club

The students will be loaded and dropped off on the west side of the school.

Article 4 – Attendance

Section 1 Attendance Policy

Attendance Policy and Excessive Absenteeism

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

Section 2 Attendance and Absences

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

    a. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:

        (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness (including physical or mental illness), court, death of a family member, or suspension.

        (2) Other absences as determined by the principal or the principal's designee.

    b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

        (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes vacations or other events that do not meet the criteria for a School Excused absence.

        (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.
3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age. Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

4. Reporting and Responding to Excessive Absenteeism. Any District staff member or board member who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent or Superintendent's designee to be the attendance officer. The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend school.

5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

   When a student continues thereafter to have absences of at least fifteen days which are Not School Excused, one or more meetings will be held between the school, the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:
   (a) The physical, mental, or behavioral health of the child.
   (b) Educational counseling;
   (c) Referral to community agencies for economic services;
   (d) Family or individual counseling; and
   (e) Assisting the family in working with other community services.

   If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.
6. Reporting Excessive Absenteeism to the County Attorney.
   The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. ~~Illness (including physical or mental illness) that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.~~ Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a

credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

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 truancies 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.

Article 5 – Scholastic Achievement

Section 1 Promotion and Retention

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 Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the students parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

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 3 through 6. 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 Beair, 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 2026-2027 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 4th 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 7th 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.

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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 Student 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 and written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.

c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less then twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. ~~The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.~~ The notice will include a description of (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is

able to provide or recommend to assist the student; and (v) how the school plans to address the moving forward, including strategies to maximize the student's continued participation in school.

3. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or © unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. ~~The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.~~ The notice will include a description of: (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

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

is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

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

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

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

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above. If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing may be held, upon a parent's timely request, and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

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

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. Mandatory reassignment shall be subject to the same procedural requirements and protections as long-term suspension and expulsion.

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

does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.

9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.

12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.

13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

15. Willfully violating the behavioral expectations for riding school buses or vehicles.

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

b. The knowing and intentional possession, use, or transmission of a

dangerous weapon other than a firearm.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; © 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 students teacher, building administrator and parent.

b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

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

B. <u>Additional Student Conduct Expectations and Grounds for Discipline</u>

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. <u>Student Appearance:</u> Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

   a. Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen

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

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

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 ones 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 ones own a material portion of the ideas or words of another or to present as ones 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 ones 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. Cell Phones/Personal Electronic Devices

Philosophy and Purpose. The District prohibits students from using their cell phones and other personal electronic devices during the school day. Cell phones and personal electronic devices are disruptive to the educational process. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of cell phone and personal electronic devices, the District hereby establishes the following rules and regulations governing student use of cell phones and personal electronic devices, and procedures to address student misuse of their cell phone and personal electronic devices.

Students are allowed to bring their cell phones and personal electronic devices to school, however all devices must be stored in a student's academic school locker and must be turned off during school hours. The school is not responsible for any lost, stolen, or damaged cell phones and personal electronic devices. Students may

not store their devices in their Athletic/Physical Education lockers. Students may not use their devices during the school day (7:30-3:20) unless they have permission from a school administrator. During the school day, the only electronic devices that may be used by a student are the school issued electronic devices. In case of an emergency, a student will be allowed to use their phone in the office.

Violations of the cell phone/personal electronic device policy will be dealt with in the following manner:

(i) First violation - The device will be confiscated by the staff member, and given to the principal. The student will be able to pick-up their device after school, after a conference with the principal.

(ii) Second violation - The device will be confiscated by the staff member and given to the principal. On the second offense, a parent will be contacted and the parent will be required to pick-up the device from the principal.

(iii) Third violation - The device will be confiscated by the staff member and given to the principal. The student will serve a One-day In School Suspension (ISS), and the parent will be required to pick-up the device from the principal. The device will remain in the principal's office until the parent picks up the device from school (even if the parent cannot come to school that day).

Further violations of this policy, and/or an unwillingness to turn in the device when requested by a staff member will be considered insubordination, and will be dealt with accordingly per handbook policy that could lead up to a short or long term suspension or expulsion.

Coaches and sponsors may develop their own expectations in addition to these rules for team activities, such as bus trips, practices, camps, and so forth.

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.

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

to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

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.

4. 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.

5. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
   a. 1st Offense: Student will be confronted and directed to cease.

b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
c. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
d. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

6. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.
   a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
   b. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be consumed outside.
   c. Students are expected to bring all books and necessary materials to class. This includes study halls.
   d. Assignments for all classes are due as assigned by the teacher.
   e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
   f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
   g. Students are to be in their seats and ready for class on the tardy bell.
   h. Special classes such as 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.

7. Network, E-Mail, Internet and Other Computer Use Rules:
   (a) General Rules:
      (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
      (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they

have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

(iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and 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.

8. 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) <u>Guidelines for non-specialized attire required for specified courses and activities</u>. 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 at the time the record was created.

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests or otherwise allowed by law. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or

a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, S.W.
   Washington, D.C. 20202-4605

Notice Concerning Directory Information

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples may include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone number, and the name, address, telephone number, e-mail address and other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's extra-curricular participation;
6. Student's achievement awards or honors;
7. Student's weight and height if a member of an athletic team;
8. Student's photograph

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student, or would otherwise not be in a student's best interests.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.

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 HIPPAA (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
It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

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 charge 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. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund. 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. The District will not use a debt collection agency to collect or attempt to collect, directly or indirectly, debts due or assessed to be owed for outstanding debts on a school lunch or breakfast account of any student. Nor will the District assess or collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of any student.

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.

Distribution Annually

This policy shall be provided or made available to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals. The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400
Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

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 date 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

6400 Title 1 Parental/Community Involvement in Schools Policy

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, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.

2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.

3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.

4. Upon request of a parent, guardian, or educational decisionmaker the District will

provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, or guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:

- Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey

will be disclosed. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.
No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

Section 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 2026-2027 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 2026-2027 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 2026-2027 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by **August 28, 2026**. 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 2026-2027 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 2026-2027 STUDENT-PARENT HANDBOOK

This signed receipt acknowledges receipt of the 2026-2027 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

*Inside Cover: Please change the Mission Statement to the updated Mission Statement (The correct one is on page 6)

*Lunch Hour Driving iii: Only Grades 11-12 will be able to go off campus.

*Dates/Year: Please change all dates/year in the whole handbook

Page 2: Please update the school board members titles

- Jaimie Manz-President
- Justin Davis-Vice President

Page 3: Please update the staff members

- Morgan Barner to Reynolds (She is on it twice)
- Berkly Brummond's name is incorrect
- Remove Lauren Gilliland/Add Doug Glackin
- Add Behavior Point of Contact behind Jewel Harpham's title
- Remove Derek Jueden and add Erin Oldemeyer
- Remove Paige Milliken
- Makenna Nelson's name is incorrect
- Remove Rob Sweetland and add Aaron Rudloff
- Add Tiyah Spaans- Counselor/Behavioral Point of Contact

Page 4:

- Add Michelle Ekberg as School Counselor Assistant
- Remove Diane Peters and Add Nicole Rager
- Add new school year calendar

Page 8:

- Regular school hours are 8:01 to 4:00 pm
- Attended classes from 8:05 am to 3:35 pm
- Please look for any times throughout the document to update
- Campus will be closed to all students in grades 7-10

Page 9

- Grades 11-12 Open Campus

Page 13

- Book bags will not be allowed in classrooms

Page 15

- Replace this under Bulletins and Announcements

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 15 Bulletin Boards, Display Case, and Posted Material

School bulletin boards, display cases, and posting areas are solely designated for the purposes of conveying information about school activities and programs to students, staff, and the visiting public as deemed appropriate by the Principal or designee.

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

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. The district will maintain an accurate record of student attendance.

Section 2 Attendance and Absences

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

1. Excused Absences. Absences should be cleared through the principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. Each student must bring a signed note from a parent/guardian to be readmitted to class. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
    a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
    b. Illness which causes a student to be absent from school (including physical or mental illness).
    c. Doctor or dental appointment which require student to be absent from school.

d. Court appearances that are required by a court order and the student is not responsible for needing to be in court.
e. School sponsored activities which require students to be absent from school.
f. Family trips in which student accompanies parent(s)/legal guardian(s).
g. Other absences which have received prior approval from the Principal.

The principal has the discretion to deny approval for the latter two (2) reasons, depending on circumstances such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

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

Section 1 Attendance Policy and Excessive Absenteeism

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

Section 2 Attendance and Absences

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, typically require advance approval.

A. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:

(1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness (including physical or mental illness), court, death of a family member, or suspension.

(2) Other absences as determined by the principal or the principal's designee.

B Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

(1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes vacations or other events that do not meet the criteria for a School Excused absence.

(2) Other absences are those in which the parent has not communicated a reason for the student's absence.

Page 17

- Add Loitering definition: A student is in the building, but not in their assigned room, and gone for 15 minutes or more.
- Add at the end of appeal for credit
    - A loss of credit will result in a 0 gpa for the course.

~~Section 3~~ 2. **Absence Procedures.** In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

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

A. Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either:

(1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or

(2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601

(3) on or before the child's seventh birthday.

B. Exceptions for Older Students. Attendance is also not mandatory for a child who:

(1) has obtained a high school diploma by meeting statutory graduation requirements;

(2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or

(3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

C. Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed. Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled

in [Name] Public Schools or resides in the [Name] Public School District and is enrolled in a private, denominational, or parochial school.

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

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either: financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or an illness of the child making attendance impossible or impracticable. The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child or may rescind the written request for the withdrawal. Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if: the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any District staff member or board member who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation

to the Superintendent or Superintendent's designee to be the attendance officer. The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend school.

5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child. When a student continues thereafter to have absences of at least twenty days which are Not School Excused, one or more meetings will be held between the school, the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

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

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

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

Page 22

- Add this at the bottom of Valedictorian and Salutatorian
    - The Valedictorian and Salutatorian must be a full-time student for a minimum of two full school years.

Page 25 College Classes

- Place a clear definition of college credit vs dual credit
  Dual Credit: Classes offered by Wayne High School. Classes may be taken at Wayne High School with certified staff or on the college campus. Students earn credits for high school and college. All classes will appear on transcripts. *Students are responsible for all fees.
  College Credit: Classes not offered at Wayne HIgh School. All classes need to be approved by the counselor and/or administration. Students earn credits for college ONLY. Classes DO NOT appear on high school transcripts. *Students are responsible for all fees.

Page 32

- Please replace the Forms of Student Discipline with this

Section 2 Forms of Student Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

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

a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or

b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

b. Prior to commencement of the short-term suspension, the student will be given oral ~~or~~and written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.

c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing (i) the student's conduct, misconduct, or violation of the rule or standard and; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school..

d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less then 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. ~~Pursuant to the Nebraska Student Discipline Act, a~~ A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension. The procedures will be those set forth in the Student Discipline Act. The notice will include a description of (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school..

3. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for

the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.The notice will include a description of: (i) the students conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended ~~(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 students probation officer and assist in developing

conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed -to conditions, the student may be permitted to return to school. The student may, with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, ~~no~~a pre-kindergarten through second grade student ~~may~~shall not be suspended from school, unless the student (1) brings a deadly weapon onto school grounds, in a school vehicle, or to a school activity. Instead, or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances, the Principal or Principal's designee ~~may~~shall implement appropriate alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or may be expelled in accordance with this Policy's disciplinary procedures.

i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

4. Emergency Exclusion: A student may be excluded from school in the following Circumstances:

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

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

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

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

parent's timely request, and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

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

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

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.

4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this Subdivision.

5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.

7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.

9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.

12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.

13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

15. Willfully violating the behavioral expectations for riding school buses or vehicles.

16. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means:

a. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;

b. the frame or receiver of any such weapon;

c. any firearm muffler or firearm silencer; or

d. any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student’s teacher, building administrator and parent.

b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

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

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

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school
Setting:

a. Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.

b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.

c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).

d. Head wear including hats, caps, bandannas, and scarves.

e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.

f. Clothing or jewelry that is gang related.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this Policy.

Page 22 - **Section 11 Academic Integrity**

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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. ~~Credit for the class may be withheld pending successful completion of the replacement test or project.~~

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

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

Section 4 Reporting Student Law Violations

E. Law Violations

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

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

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

Page 55: Add Esports to Extracurricular Activities

- The description is in the educational handbook

  Esports

  Esports officially stands for electronic sports, not to be confused with video games. Esports takes video gaming to another level with organized competitive gameplay between two teams, governed by its own strict set of rules and guidelines. The difference is comparable to a pick-up basketball game at a park versus a varsity high school basketball game. Esports requires teamwork, communication, critical and strategic thinking, creativity, sportsmanship, and leadership much like traditional sports. This is a year long club.

Page 59: Achievement, Citizenship, and Conduct Qualifications

- We want to add that number 3 is pending administrative approval

L/M: New Bell Schedules

End: Remove Goals/Notes

End: Calendar: New Calendar

Annual Review
Of
Wayne Community Schools
Safety and Security Plan

Walk Through Conducted on
April 8, 2026

By
Craig Frerichs
April 8, 2026

Overview

Craig Frerichs completed the annual review for Wayne Community Schools Safety and Security Plan on April 8, 2026. This review is required and conducted in accordance with rules and regulations established by the Nebraska Department of Education. This specific rule is NDE, Rule 10, 011.01D

The review was a process that included:

1. A checklist of considerations was discussed with your Safety Committee.

2. A walkthrough of the facility was made and observations discussed with Dr. Lenihan.

3. A review of your Safety and Security Plans with your Safety Committee.

4. An exit review of the findings was made with Mr. Lenihan.

5. A written report of all findings will be forwarded to Dr. Lenihan.

When entering your facility through a buzz-in system, I checked in at the office where the secretary greeted me. She then directed me to Supt. Dr. Lenihan where he introduced me to the Safety Committee: (High School Principal) Russ Plager, (Maintenance) Jordan Widner, and (Technology) Ben Promes, and (Andi Diediker) Elementary Principal. Wayne Community Schools are so fortunate to have such an educated, caring safety and security team. Their knowledge and dedication to the safety and security of your students and staff is amazing. All students at Wayne Community Schools are assured of being safe and well cared for. Not all schools are as educated, organized and dedicated as this team. GREAT JOB!

Suggestions and Achievements addressed during my visit:

- Emergency Operational Plan is constantly updated has been submitted.
- Attending the School Safety Academy has given your school another level of safety.
- Your new crisis containers are well stocked with shelter materials that would be available in a crisis situation.
- Being the first school in Nebraska to complete the PROJECT ADAM Cardiac Emergency Response Drill was great!
- Maintaining your school resource officer has great benefits for your school.
- Off campus activities are attended by your resource officer knowing your protocols if needed.
- 3M Safety window film for your office windows has a great security benefit.
- Your new parking lot is absolutely a huge improvement!!
- Newer updated cameras are absolutely wonderful. Schools can always use more cameras but what you have is such an asset.
- Continue to have a least two drills completed for each SRP poster item.
- Add the new number to your Pre-K – 2 new building. This has been discussed for a summer project.
- Replace any concrete that needs to be improved. This is a never-ending issue.
- Continue to have your Fire, Tornado, and Bus drills.
- A reunification drill will take place on April 15th. Thanks so much for going through this process giving everyone the experience that might be needed in case of an emergency.

- All three posters by each door of your school, which include: fire exit map poster, tornado exit map poster, and your SRP posters were all in place.

- Your guidance counselor does a great job posting 988 for suicide prevention measures.

- Have your staff check exterior doors throughout the day to make sure they do not have any objects in them that is keeping them from locking.

- Issues with wrestling might be a problem in the very near future. Your girls and boys participation numbers are so good that finding room for them to practice could be difficult.

- Continue to use the Safe2Help and Resource Officer for social media issues.

- The route for dropping off and picking up students has a very good flow essential for the safety of your students.

- Continue to address cyber issues using speakers to address your students.

- Having a safety meeting weekly addressing a safety issues is awesome.

Continue to schedule drills for your HOLD, SECURE, LOCKDOWN, EVACUATE, SHELTER, and Reunification. The more drills you can have the better students and staff will react if ever a need.

I have to commend all involved with the facilities at Wayne Community Schools. The high school addition, weight room, wrestling room, and of course your new Pre-K – 2nd grade building is absolutely the nicest I have seen. I have to commend all involved with the planning of this facility. Having kids in mind for future education, this is the very best! Not only this building, but also the entire campus is one the whole community can be proud. Continue to use your recourses in the future to update and improve areas of concern. GOOD WORK FOR ALL INVOLVED!!

My observations/concerns for each facility and each room reflect only one person's observations and opinions based on that particular day and time. They should not be considered final judgments that schools must enact immediately.

Craig Frerichs

Rule 10 School Safety Recommendations

School District: WAYNE **Date:** April 8, 2026

1. School district has a safety committee and Labor Committee. Yes No
   You have the best Safety Committee I have the pleasure of working with.
   a. Composition includes representatives from each work department. Yes No
   b. Composition (includes local law enforcement, fire department, rescue and Psychology professional. Yes No
   You continue to do great job getting people from these departments involved on your safety and security team. I feel this is very important to have a productive team such as yours!
   c. Meetings (Recommended to meet at least quarterly) Thurston Emergency management also meets with the team. Yes No
   d. Safety committee conducts an annual review of the safety and security plan. Yes No
   e. External visitation. Yes No

2. School district has adopted the **Standard Response Protocol** (SRP) http://iloveyouguys.org Yes No

3. The school system has established Standard Response Protocol (SRP) procedures to monitor school Safety and security protocols for off-campus school sponsored events. Yes No

4. The school system has policies and protocols regarding security and visitor management in alignment With Readiness and Emergency Management of Schools (REMS) Yes No

5. The school system has developed and implements security and visitor policies and protocols for Specialized areas (pools, gyms, pre-kindergarten, playgrounds, fences, vehicles/buses, vehicle facilities, Bus barns, science labs, sporting venues, cafeterias, kitchens, and classrooms with exterior doors, portables) Yes No

6. The school system has planned protocols for required drills, including, but not limited to:
   a. Fire Drills Yes No
   b. Tornado Drills Yes No
   c. Bus Evacuation Drills Yes No
   (*The school system shall provide training for the specified employees in the required drill areas In compliance with local, state, and federal regulations)*
   Exit maps are found in every room indicating where to go for each drill. *Yes* *No*

7. The school system has planned protocols for non-required drills, including but not limited to:
   a. HOLD Drills are planned for this year. Yes No
   b. SECURE Drills are planned for this year. Yes No
   c. LOCKDOWN Drills (multiple sites) Are planned for this year. Yes No
   d. EVACUATE Drills are planned for this year. Yes No
   e. SHELTER Drills are planned for this year. Yes No
   f. **Reunification A drill will take place on April 15, 2006.** Yes No

8. The school system has assessed positive relationships between employees and students Yes No

9. The school system has assessed positive relationships between students and students Yes No

10. The school system has a process in place to assist and address identified individuals who exhibit signs Have risky, harmful, or violent behaviors and /or pose a threat of committing criminal activity Including: **THREAT ASSESSMENT, SCHOOL SAFETY ACADEMY, and SAFE2HELP.** Yes N0

11. All school employees wear picture ID's (Some do and some don't.) Yes No

12. School personnel monitor entrances at the beginning of the day Yes No

13. School personnel monitor entrances after open-campus lunch Yes No

14. School personnel monitor hallways between classes Yes N0

15. School personnel monitor hallways and exits at the end of the day. Yes No

16. School personnel monitor parking lots Yes No

17. The school building has a clearly marked main entrance Yes No

18. The external doors are locked during the school day Yes No

19. The school building has a controlled entry (buzz-in system with camera identification) Yes No

20. The school building has surveillance cameras and recording equipment. Your newer cameras are great quality. As technology improves, better cameras to replace older ones may be needed. Yes No
With new addition and remodel. New cameras will be needed.

21. All classroom doors and offices can be locked Yes No

22. The school has visible signage to identify interior/exterior spaces for emergency responders. All drills will Be pre-arranged with all students wearing facemasks.
    a. Tornado Shelter(s) Yes No
    b. Chemical Supply Rooms Yes No
    c. Boiler Room/Mechanical Rooms Yes No

23. Outside entry/exit doors are numbered (large numbers visible from the street) Yes No
With new construction just being completed, numbering will be completed this summer.

24. Fire exit route and tornado shelter route are posted in each classroom and office Yes No

25. Exit lights are in proper working order Yes No

26. Emergency lights are in proper working order Yes No

27. All state fire codes are being followed Yes No

28. All safety and security plans include the needs of students, employees, and persons with and without Disabilities or any person(s) with limited English proficiency Yes No

29. Classrooms numbered inside and out for identification. **This will need to be completed this summer for the new building. Pre-K -2** Yes No

30. Have Maps of your school been distributed to Fire/ Law/Rescue Yes No

31. All drills include bus drivers, cooks, custodians, Substitutes, etc. Yes No

32. Is each drill recorded, discussed, for future reference? Yes No

33. Have you met with your staff and students on cyber bullying (speaker/workshop? Yes No
Different speakers have addressed the students covering dating violence and cyber bullying every year.

School: Wayne Date: 4-8-26

What year was your EOP last updated? Annually during safety meetings
How often does your Safety and Security Team meet? Weekly
Has Narcan been approved by your school district? Yes
Has your staff been trained on the use of Narcan? Specific staff
Do you have Epipen's on hand and are they updated yearly? Yes
Has your staff been trained on the use of the Epipen? Yes - all staff
Has your staff been trained in First Aid? Yes-
Has your staff been trained with seizures? Yes
Has your staff been trained on Stop The Bleed? Yes
Has your staff been trained with CPR? Yes - by Nurse
Has your staff been trained with AED's Yes ?
Is your Suicide Awareness policy up to date? Yes
Do you participate with the Safe2Help initiative? Yes
Do you adopted the State Cell Phone Policy? Yes
Do you Post 988 Suicide Hotline posters in your School? Yes
Do you Post "See Something Say Something" Posters in your school? Safe-2-help
Does your school provide Dating Violence training in your school? Yes
Do you have Behavioral Intervention Training for your teachers? CPI
Is a resource officer available in your school? Yes
When was the last time you attended a Threat Assessment workshop? Annually
Does the staff take ALL threats serious? Yes
When did you hold your Bus Evacuation drills? Fall / Spring each year
How many SRP drills have you had in the last year? Twice per year
How often is your playground inspected each year? Monthly
Fire Drills take place once per month? Yes
Fire Extinguishers are inspected annually? Yes
How many Tornado drills have you had in the last year? Two annually
When was your last Reunification Drill? April 15 - we do one annually
A secure vestibule is found at your school? Yes
Do you inform parents they can be responsible for their child's actions? yes

Mark A Jenihan

Administrator/Safety Chairman

THE CITY OF WAYNE NEBRASKA

April 9, 2026

Wayne Board of Education
611 W. 7th Street
Wayne, NE 68787

To whom it may concern,

Per State Statute 18-2117.02 each authority is required to send out an annual report to the governing body of each county, school district, community college area, educational service unit, and natural resources district whose property taxes are affected by redevelopment projects that are financed in whole or in part through the division of taxes.

Enclosed is the annual TIF report showing redevelopment projects within the City of Wayne.

Sincerely,

Beth Porter, Finance Director
City of Wayne

enclosure

513 Main Street
Wayne, NE 68787
402.375.1733
cityofwayne.org

HISTORIC | HEART | HOME

CITY OF WAYNE
TIF PROJECT REPORT 2026

	PROJECT	PROJECT DESCRIPTION	YEAR	2025 BASE VALUE	2025 EXCESS VALUE	2025 TOTAL VALUE	BONDS EXPIRE	PAID IN FULL/MATURED
1	Wisner West	Wayne East gas station	1998				12/31/2013	December 2013
2	**Angel Acres**							
	Angel Acres Proj 30	Lots 17 & 24 Angel Acres Addition	2018	$ 46,860.00	$ 514,645.00	$ 561,505.00	12/31/2028	
	Angel Acres Proj 26	Lots 18 & 23 Angel Acres Addition	2015	$ 46,860.00	$ 579,945.00	$ 626,805.00	12/31/2028	
	Angel Acres Proj 28	Lot 6 Angel Acres Addition	2017	$ 23,980.00	$ 222,150.00	$ 246,130.00	12/31/2028	
	Angel Acres Proj 19	Lots 1, 2, & 3 Angel Acres Addition	2014	$ 6,510.00	$ 782,495.00	$ 789,005.00	12/31/2028	
	Angel Acres	Lots 8, 9, 10, 15, 19, and 20 Angel Acres Addition	2021	$ 406,830.00	$ 1,082,930.00	$ 1,489,760.00	12/31/2028	
	Angel Acres Proj 44	Lots 16 & 26 Angel Acres Addition	2024	$ 48,375.00	$ 585,005.00	$ 633,380.00	12/31/2028	
	Angel Acres Proj 39	Lot 13 Angel Acres Addition	2024	$ 24,155.00	$ 6,730.00	$ 30,885.00	12/31/2028	
3	**Benscoter**					$ -		
	Benscoter Develp Proj 12	Lots 12, 14, 15, 16, & 18 Benscoter Addition	2013	$ 1,740.00	$ 702,760.00	$ 704,500.00	12/31/2027	
	Benscoter Develp Proj 14	Lot 3 Benscoter Addition	2013	$ 1,065.00	$ 217,815.00	$ 218,880.00	12/31/2027	
	Benscoter Develp Proj 6	Lots 8, 9, 10, & 11 Benscoter Addition	2010			$ -	12/31/2024	December 2024
	Benscoter Hsng Proj 23	Lots 1 & 19 Benscoter Addition	2014	$ 30,225.00	$ 332,490.00	$ 362,715.00	12/31/2027	
4	Bomgaars Proj 9	Lot 1 Western Ridge	2012				12/31/2026	October 2023
5	Grainland Estates	Lots 4-15; 2, 3, & 16; Lot 1, 17, 18 Southview II Addition	2018	$ 127,025.00	$ 2,040,025.00	$ 2,167,050.00	12/31/2033	
6	Mid Plains Grain 24	Lot 1 Giese Second Addition	2015	$ 293,210.00	$ 933,655.00	$ 1,226,865.00	12/31/2029	
7	MZRB Proj 15	E 1/2 Lots 10, 11, 12 & 8ft vacated alley , Blk 2 Original Town Wayne	2014	$ 8,685.00	$ 459,350.00	$ 468,035.00	12/31/2028	
8	Progressive Prop Proj 16	Nebraska Street	2014	$ 22,490.00	$ 608,945.00	$ 631,435.00	12/31/2028	
9	Northeast Nebr Inv Proj 10	Motel	2012	$ 8,970.00	$ 2,386,095.00	$ 2,395,065.00	12/31/2027	
10	Progressive Prop Proj 13	Duplex 1st Street	2013	$ 6,200.00	$ 188,350.00	$ 194,550.00	12/31/2027	
11	Progressive Prop Proj 17	10 plex 6th Street	2014	$ 35,145.00	$ 541,165.00	$ 576,310.00	12/31/2028	
12	Sebade Apt Proj 18	E 1/2 Lot 7 and So 40ft of E 1/2 Lot 8, Blk 11 North Addition	2014	$ 17,590.00	$ 294,115.00	$ 311,705.00	12/31/2028	
13	Sebade Housing Proj 29	Wriedt Addition	2017	$ 32,675.00	$ 1,199,235.00	$ 1,231,910.00	12/31/2032	
14	Sebade Housing Apartment Bldg	Lots 1 and 2 Block 7 John Lake's Addition	2021	$ 28,350.00	$ 650,655.00	$ 679,005.00	12/31/2036	
15	The Jug Store Proj 25	Jorgensen Subdivision	2015	$ 203,050.00	$ 1,502,145.00	$ 1,705,195.00	12/31/2029	
16	Wayne Rentals Proj 21	College Hill Addition	2014	$ 61,930.00	$ 1,498,525.00	$ 1,560,455.00	12/31/2028	
17	Western Ridge Dollar General Proj 20	Lot 5A Dollar General	2014				12/31/2028	December 2021
18	**Western Ridge**							
	Western Ridge II Proj 11	Lots 2 & 8 Western Ridge II Addition	2012				12/31/2024	May 2019
	Western Ridge II Proj 4	Lots 1, 12, 20, 21, 22, 24, 25, 51, 52, 53, 54 & 55 Western Ridge II Addition	2010				12/31/2024	May 2019
	Western Ridge II Proj 5	Lots 3, 6, 7, 11 & 17 Western Ridge II Addition	2010				12/31/2024	May 2019
	Western Ridge II Proj 7	Lot 15 Western Ridge II Addition	2011				12/31/2024	May 2019
	Western Ridge II Proj 22	Lots 9, 10, 13 & 39 Western Ridge II Addition; Lots 3, 4, 5 & 6 Neihardt; Lot 1 Bressler Court	2014				12/31/2024	May 2019
	Western Ridge II Proj 27	Lot 16 WR II Addition; Lot 2 Bressler; Lots 1 & 2 Neihardt; Lots 27-33 Savidge; Lots 4A & 5A Brookdale	2016				12/31/2024	May 2019
19	Windom Ridge Proj 8	Lots 10 & 11 Block 2 John Lake's Addition	2011	$ 10,860.00	$ 696,120.00	$ 706,980.00	12/31/2026	
20	**Wayne Crown**							
	Benscoter Hsng Proj 31	Lot 17 Benscoter Addition	2018	$ 61,950.00	$ 125,185.00	$ 187,135.00	12/31/2033	
	TIF Wayne Crown	Lot 12 Benscoter Addition replat 3 and Lot 20 Benscoter Addition Replat 2	2021	$ 29,625.00	$ 413,215.00	$ 442,840.00	12/31/2033	
	TIF Wayne Crown	Lot 11 Benscoter Addition PUD Replat 3 and Lot 21 Benscoter Addition PUD Replat 2	2022	$ 165,045.00	$ 221,500.00	$ 386,545.00	12/31/2033	
	TIF Wayne Crown	Lots 9 and 10 Benscoter Addition PUD Replat 3, PID's 2895.88 and 2895.89	2024	$ 220,860.00	$ 237,005.00	$ 457,865.00	12/31/2033	
	TIF Wayne Crown	Lot 23 Benscoter Addition PUD Replat 2, PID 2895.72	2024	$ 10,655.00	$ 124,085.00	$ 134,740.00	12/31/2033	
	TIF Wayne Crown	Lot 22 and 25 Benscoter Addition PUD Replat 2	2025	$ 39,175.00	$ 298,575.00	$ 337,750.00	12/31/2033	
21	Sanctuary Apartments	Lots 1 and 2 Administrative Replat of Lots 7, 8, 9, and 10 Block 8 Crawford and Browns' Addition	2023	$ 124,280.00	$ 831,075.00	$ 955,355.00	12/31/2039	
22	Perry Apartments	Lots 3 Southeast Addition	2024	$ 112,960.00	$ 14,804,425.00	$ 14,917,385.00	12/31/2039	
				$ 2,257,330.00	**$ 35,080,410.00**	**$ 37,337,740.00**		

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 04/01/2026 to 04/30/2026.

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	2,385.64	13,523.78	16,625.97	2,919.85	2,203.30
		1006	ATHLETIC/STRENGTH & CONDITIONING	303.44	0.00	0.00	0.00	303.44
		1007	BASEBALL	3,296.55	75.00	3,827.75	0.00	-456.20
		1009	BOWLING	11,553.41	0.00	534.43	0.00	11,018.98
		1010	BOYS BASKETBALL	985.81	0.00	0.00	0.00	985.81
		1011	GIRLS BASKETBALL	96.08	0.00	0.00	0.00	96.08
		1012	ESPORTS	605.00	0.00	0.00	232.50	837.50
		1014	JH FOOTBALL	3,578.64	0.00	0.00	0.00	3,578.64
		1015	FOOTBALL	15,911.22	0.00	745.00	542.50	15,708.72
		1016	BOYS GOLF	1,415.79	27.00	0.00	0.00	1,442.79
		1017	GIRLS GOLF	249.76	0.00	240.13	0.00	9.63
		1019	SOFTBALL	1,817.01	0.00	0.00	0.00	1,817.01
		1020	TRACK/CROSS COUNTRY	8,252.87	1,689.00	1,464.99	0.00	8,476.88
		1023	UNIFIED BOWLING	4,845.76	0.00	0.00	310.00	5,155.76
		1025	VOLLEYBALL	9,507.28	0.00	0.00	0.00	9,507.28
		1030	WRESTLING	5,523.29	0.00	0.00	0.00	5,523.29
			A Totals:	70,327.55	15,314.78	23,438.27	4,004.85	66,208.91
B	CLUBS & ORGANIZATIONS							
		1505	ANNUAL	6,826.91	1,050.00	4,311.15	426.25	3,992.01
		1506	ART CLUB	655.75	0.00	0.00	426.25	1,082.00
		1510	CLOSE-UP	796.75	0.00	0.00	0.00	796.75
		1511	FCCLA	1,463.36	820.00	975.33	542.50	1,850.53
		1512	FFA	13,455.58	1,314.99	6,621.61	0.00	8,148.96
		1514	FBLA	11,367.85	0.00	104.90	1,080.00	12,342.95
		1515	JH W.E.B. (WHERE EVERYONE BELONGS)	4,534.55	0.00	650.00	0.00	3,884.55
		1521	MOCK TRIAL	3,423.49	0.00	0.00	0.00	3,423.49
		1525	NATIONAL HONOR SOCIETY	3,315.33	0.00	0.00	0.00	3,315.33
		1528	SCIENCE CLUB	2,866.12	0.00	0.00	0.00	2,866.12
		1530	ONE WORLD CLUB (FORMERLY SPANISH CLUB)	4,347.56	0.00	0.00	310.00	4,657.56
		1535	SPEECH TEAM	2,705.35	3,166.31	1,795.83	755.00	4,830.83
		1540	STUDENT COUNCIL	6,071.05	325.00	105.80	0.00	6,290.25
		1545	W CLUB	3,328.90	0.00	0.00	0.00	3,328.90
			B Totals:	65,158.55	6,676.30	14,564.62	3,540.00	60,810.23

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 04/01/2026 to 04/30/2026.

Site ID / Group ID	Site Name / Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
C	GRADUATING CLASSES							
		2021	CLASS OF 2021	0.00	0.00	0.00	0.00	0.00
		2022	CLASS OF 2022	0.00	0.00	0.00	0.00	0.00
		2023	CLASS OF 2023	0.00	0.00	0.00	0.00	0.00
		2024	CLASS OF 2024	0.00	0.00	0.00	0.00	0.00
		2025	CLASS OF 2025	0.00	0.00	0.00	0.00	0.00
		2026	CLASS OF 2026	1,000.00	0.00	0.00	0.00	1,000.00
		2027	CLASS OF 2027	1,671.15	318.00	264.98	0.00	1,724.17
		2028	CLASS of 2028	5,480.20	0.00	0.00	0.00	5,480.20
			C Totals:	8,151.35	318.00	264.98	0.00	8,204.37
D	ACADEMIC CLUBS							
		2505	BAND	3,357.01	2,324.02	0.00	0.00	5,681.03
		2515	CHOIR	1,480.22	0.00	0.00	0.00	1,480.22
			D Totals:	4,837.23	2,324.02	0.00	0.00	7,161.25
E	DISTRICT MONIES							
		3010	DRIVERS EDUCATION	11,787.50	5,400.00	0.00	0.00	17,187.50
		3015	DISTRICT ENTRY FEES	-2,955.57	0.00	866.00	0.00	-3,821.57
			E Totals:	8,831.93	5,400.00	866.00	0.00	13,365.93
F	ATHLETIC SUPPORT GROUPS							
		3505	CHEERLEADERS	8,548.62	0.00	0.00	0.00	8,548.62
		3510	CONCESSIONS	8,662.25	3,832.00	5,040.84	-7,854.85	-401.44
		3515	POPPER FUND	1,545.20	0.00	0.00	0.00	1,545.20
			F Totals:	18,756.07	3,832.00	5,040.84	-7,854.85	9,692.38
H	VOCATIONAL ORGANIZATIONS							
		4505	INDUSTRIAL ARTS	1,864.51	0.00	70.91	0.00	1,793.60
		4510	POWER DRIVE PROGRAM	10,115.12	300.00	2,208.39	0.00	8,206.73
			H Totals:	11,979.63	300.00	2,279.30	0.00	10,000.33
I	INVESTMENT							
		5005	SAVINGS ACCOUNT	-14,999.93	0.00	0.00	0.00	-14,999.93
		5010	INTEREST ON CHECKING ACCT.	6,219.90	917.05	0.00	0.00	7,136.95
			I Totals:	-8,780.03	917.05	0.00	0.00	-7,862.98

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 04/01/2026 to 04/30/2026.

Site ID / Group ID	Site Name / Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
J	MISCELLANEOUS							
		5505	BLUE DEVIL "BUCKS	-84.50	0.00	0.00	0.00	-84.50
		5508	ONE ACTS (formerly Dinner Theater)	-225.33	0.00	0.00	310.00	84.67
		5512	EMPORIUM	3,134.28	0.00	0.00	0.00	3,134.28
		5515	GRADES 3-6 (ES)	5,384.32	60.10	375.44	0.00	5,068.98
		5516	GRADES PREK-2 (ELC)	3,884.94	0.00	94.83	0.00	3,790.11
		5517	HAL	134.76	0.00	0.00	0.00	134.76
		5520	HS LIBRARY	3,075.24	0.00	0.00	0.00	3,075.24
		5530	MUSICAL	25,374.32	5,762.00	1,386.87	0.00	29,749.45
		5535	PADLOCK	81.10	0.00	0.00	0.00	81.10
		5536	STUDENT ASSISTANCE	3,795.28	0.00	0.00	0.00	3,795.28
		5537	SPED - TRANSITION (FORMERLY RESOURCE)	1,747.20	0.00	291.44	0.00	1,455.76
		5538	SIB SHOP	145.64	0.00	0.00	0.00	145.64
		5540	SPECIAL OLYMPICS	233.85	0.00	0.00	0.00	233.85
		5544	STAFF SUPPORT SERVICES	26,075.29	0.00	251.96	0.00	25,823.33
		5545	TAB	21.26	0.00	0.00	0.00	21.26
		5600	STUDENT FEE FUND	0.00	0.00	0.00	0.00	0.00
		5605	STUDENT FEES/CHROMEBOOKS	20,222.35	0.00	1,568.40	0.00	18,653.95
			J Totals:	93,000.00	5,822.10	3,968.94	310.00	95,163.16
K	MIDDLE GRADES							
		6005	JUNIOR HIGH SCHOOL	405.31	0.00	0.00	0.00	405.31
		6012	JH SCIENCE	1,648.33	0.00	0.00	0.00	1,648.33
			K Totals:	2,053.64	0.00	0.00	0.00	2,053.64
			WAYNE Activity Totals:	274,315.92	40,904.25	50,422.95	0.00	264,797.22

	Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
WAYNE Checking:			40,904.25	50,422.95		
WAYNE Investment:						
WAYNE Bank Balances:	274,315.92		40,904.25	50,422.95	0.00	264,797.22

Report Activity Totals:	274,315.92	40,904.25	50,422.95	0.00	264,797.22

Wayne Public Schools

Rollup Report May 2026 Board Meeting

FUND	FUNCTION	Actuals (Selected Range)	Adopted Budget	Current Budget	Actuals (YTD)	Encumbrances (YTD)
01 - General Fund	011000 - Reg. Inst	$527,994.44	$0.00	$6,811,241.00	$4,305,200.62	$230.61
01 - General Fund	011250 - Regular Instructional Programs School Age (Flex-Spending)	$2,436.51	$0.00	$109,250.00	$31,820.86	$0.00
01 - General Fund	011500 - Limited English Proficiency Programs	$18,703.73	$0.00	$242,353.00	$150,942.88	$0.00
01 - General Fund	011600 - Poverty Programs	$9,686.68	$0.00	$139,306.00	$77,851.08	$0.00
01 - General Fund	011900 - Early Childhood Educational Programs	$18,097.34	$0.00	$189,304.00	$154,600.77	$0.00
01 - General Fund	012001 - Sped - Administration	$19,458.76	$0.00	$275,500.00	$382,545.18	$0.00
01 - General Fund	012003 - Sped - Teaching	$110,717.58	$0.00	$1,294,230.00	$885,557.77	$0.00
01 - General Fund	012005 - Sped - Barrier removal	$0.00	$0.00	$50,000.00	$0.00	$0.00
01 - General Fund	012910 - Special Education Instructional Programs - Ages 3-5	$0.00	$0.00	$0.00	$280.73	$0.00
01 - General Fund	012950 - Special Education Instructional Programs - Unified Sports	$0.00	$0.00	$6,700.00	$1,630.64	$0.00
01 - General Fund	013000 - Summer School -Driver Ed	$0.00	$0.00	$17,500.00	$377.31	$0.00
01 - General Fund	013001 - Summer School - Jump Start	$0.00	$0.00	$18,400.00	$0.00	$0.00
01 - General Fund	021200 - Guidance Services	$22,307.47	$0.00	$297,800.00	$184,900.59	$0.00
01 - General Fund	021300 - Health Services	$6,195.32	$0.00	$73,225.00	$49,342.44	$0.00
01 - General Fund	021400 - Psychological Services	$3,000.00	$0.00	$37,500.00	$24,000.00	$0.00
01 - General Fund	021410 - Psychological Services - SPED - School Age	$0.00	$0.00	$105,000.00	$93,600.00	$0.00
01 - General Fund	021510 - Speech Pathology and Audiology Services - SPED - School Age	$9,776.49	$0.00	$142,000.00	$85,286.36	$0.00
01 - General Fund	021610 - Occupational Therapy-Related Services - SPED - School Age	$0.00	$0.00	$21,000.00	$8,311.24	$0.00
01 - General Fund	021710 - Physical Therapy-Related Services - SPED - School Age	$0.00	$0.00	$12,500.00	$3,408.75	$0.00
01 - General Fund	021810 - Visually Impaired or Vision Services - SPED - School Age	$0.00	$0.00	$5,500.00	$26.00	$0.00
01 - General Fund	021900 - Support Services - Student - Other	$4,981.02	$0.00	$174,501.00	$148,444.26	$0.00
01 - General Fund	022130 - Instructional Staff Training	$0.00	$0.00	$17,850.00	$4,204.60	$0.00
01 - General Fund	022200 - Library or Media Services	$14,075.60	$0.00	$203,050.00	$114,649.18	$0.00
01 - General Fund	022240 - Educational Television Services	$0.00	$0.00	$7,500.00	$7,464.92	$0.00
01 - General Fund	022300 - Instruction-Related Technology	$9,838.77	$0.00	$307,675.00	$146,726.85	$0.00
01 - General Fund	023100 - Board of Education	$1,303.78	$0.00	$70,000.00	$49,968.73	$0.00
01 - General Fund	023200 - Executive Administration	$26,078.88	$0.00	$323,300.00	$208,194.22	$0.00
01 - General Fund	023300 - District Legal Services	$2,292.50	$0.00	$27,500.00	$11,151.20	$0.00
01 - General Fund	024100 - Office of the Principal	$70,972.10	$0.00	$909,936.44	$567,420.44	$0.00
01 - General Fund	024900 - School Administration Other	$6,199.50	$0.00	$77,700.00	$49,606.71	$0.00
01 - General Fund	025100 - Fiscal Services	$25,279.39	$0.00	$375,500.00	$175,935.18	$4.99
01 - General Fund	025700 - Personnel Services	$200.50	$0.00	$1,000.00	$2,421.50	$0.00
01 - General Fund	026100 - Operation of Buildings	$48,377.30	$0.00	$455,000.00	$248,507.79	$0.00
01 - General Fund	026200 - Maintenance of Buildings	$72,930.18	$0.00	$840,832.80	$572,678.06	$0.00
01 - General Fund	026300 - Care and Upkeep of Grounds	$4,341.58	$0.00	$65,000.00	$9,900.07	$0.00
01 - General Fund	026400 - Care and Upkeep of Equipment	$2,336.25	$0.00	$50,000.00	$61,103.35	$0.00

01 - General Fund	026500 - Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles)	$434.80	$0.00	$10,001.00	$2,427.23	$0.00
01 - General Fund	026600 - Security	$4,075.68	$0.00	$45,001.00	$22,416.24	$0.00
01 - General Fund	026700 - Safety	$0.00	$0.00	$3,000.00	$1,210.00	$0.00
01 - General Fund	027100 - Vehicle Operation and Purchasing - Regular Education	$720.84	$0.00	$535,500.00	$252,227.74	$0.00
01 - General Fund	027120 - Vehicle Operation and Purchasing - School Age SPED	$413.15	$0.00	$69,900.00	$66,022.37	$0.00
01 - General Fund	027220 - Monitoring Services - School Age SPED	$0.00	$0.00	$1,200.00	$0.00	$0.00
01 - General Fund	027300 - Vehicle Servicing and Maintenance - Regular Education	$2,808.17	$0.00	$7,500.00	$8,376.12	$0.00
01 - General Fund	027320 - Vehicle Servicing and Maintenance - School Age SPED	$993.83	$0.00	$2,500.00	$3,368.63	$0.00
01 - General Fund	033000 - Community Services Operations	$4,311.54	$0.00	$42,325.00	$27,513.62	$0.00
01 - General Fund	035350 - High Ability Learners	$192.28	$0.00	$6,000.00	$2,304.18	$0.00
01 - General Fund	035400 - State Early Childhood	$3,273.89	$0.00	$40,202.00	$37,983.18	$0.00
01 - General Fund	035510 - Career Education	$0.00		$0.00	$2,348.34	$0.00
01 - General Fund	035990 - Other State Programs	$383.33	$0.00	$0.00	$5,140.70	$0.00
01 - General Fund	062000 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	$10,953.53	$0.00	$140,275.00	$89,205.69	$0.00
01 - General Fund	063010 - Literacy Grant	$14,467.88	$0.00	$0.00	$16,888.88	$0.00
01 - General Fund	063100 - Federal Services - Title II, Part A ESSA Supporting Effective Instruction	$4,417.27	$0.00	$31,000.00	$33,533.44	$0.00
01 - General Fund	064040 - Federal Services - IDEA Part B (611) Base Allocation - Birth Through Age Four	$0.00	$0.00	$40,750.00	($11,071.68)	$0.00
01 - General Fund	064080 - IDEA Enroll/Pov & IDEA Base Allocation Birth-Age 4	$0.00	$0.00	$200,000.00	$269,359.30	$0.00
01 - General Fund	080000 - Transfers (Outgoing)	$0.00	$0.00	$65,000.00	$100,000.00	$0.00
Sub Total		**$1,085,027.86**	**$0.00**	**$14,994,808.24**	**$9,747,314.26**	**$235.60**

Available	% of Budget
$2,505,809.77	63.21
$77,429.14	29.13
$91,410.12	62.28
$61,454.92	55.88
$34,703.23	81.67
($107,045.18)	138.85
$408,672.23	68.42
$50,000.00	0.00
($280.73)	
$5,069.36	24.34
$17,122.69	2.16
$18,400.00	0.00
$112,899.41	62.09
$23,882.56	67.38
$13,500.00	64.00
$11,400.00	89.14
$56,713.64	60.06
$12,688.76	39.58
$9,091.25	27.27
$5,474.00	0.47
$26,056.74	85.07
$13,645.40	23.56
$88,400.82	56.46
$35.08	99.53
$160,948.15	47.69
$20,031.27	71.38
$115,105.78	64.40
$16,348.80	40.55
$342,516.00	62.36
$28,093.29	63.84
$199,559.83	46.85
($1,421.50)	242.15
$206,492.21	54.62
$268,154.74	68.11
$55,099.93	15.23
($11,103.35)	122.21

$7,573.77	24.27
$22,584.76	49.81
$1,790.00	40.33
$283,272.26	47.10
$3,877.63	94.45
$1,200.00	0.00
($876.12)	111.68
($868.63)	134.75
$14,811.38	65.01
$3,695.82	38.40
$2,218.82	94.48
($2,348.34)	
($5,140.70)	
$51,069.31	63.59
($16,888.88)	
($2,533.44)	108.17
$51,821.68	-27.17
($69,359.30)	134.68
($35,000.00)	153.85
$5,247,258.38	