

Board of Education Regular Meeting  
Monday, May 11, 2020 5:00 PM  
Jr-Sr High School Conference Room - Room  
202  
611 West 7th Street  
Wayne, NE 68787

{{Name: Agenda Item Name}}

{{Speaker: Agenda Item Speakers}} {{AgendaItemEnd}}

I. Call the Meeting to Order via Zoom <https://zoom.us/j/99212151039>

a. Pledge of Allegiance

b. Announce Open Meeting Act Posting and Location - Wayne Community Schools, Wayne Public Library, Wayne Post Office, online: [www.wayneschools.org](http://www.wayneschools.org), and via Zoom <https://zoom.us/j/99212151039>

c. Action on Absence and Roll Call

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

e. Consent Agenda

I. Approval of Minutes of Previous Meetings

II. Approval of Financial Reports and Claims

f. Personnel

II. Action Items

a. Old Business

b. New Business

I. 2020-21 Directors Salaries - Discuss, Consider, and Take Necessary Action on 2020-21 Directors Salaries

II. Classified Staff Salary Schedule - Discuss, Consider, and Take Necessary Action on Classified Staff Salary Schedule

III. First Reading of 2020-21 7-12 Student Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2020-21 7-12 Student Handbook

- IV. First Reading of 2020-21 K-6 Student Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2020-21 K-6 Student Handbook
  - V. 2020-21 Kids Club Handbook - Discuss, Consider, and Take Necessary Action on 2020-21 Kids Club Handbook
  - VI. 2020-21 Cognia (Advanced Ed) Membership Fees - Discuss, Consider, and Take Necessary Action on Cognia (Advanced Ed) Membership Fees
  - VII. Chromebook Purchase for 2020-21 School Year - Discuss, Consider and Take Necessary Action on Chromebook Purchase for 2020-21 School Year
  - VIII. Microsoft Quote - Discuss, Consider, and Take Necessary Action on the annual Microsoft Desktop and System Center Quote
  - IX. GoGuardian Quote - Discuss, Consider, and Take Necessary Action on GoGuardian Quote
  - X. Providence Medical Center Athletic Trainer Services - Discuss, Consider, and Take Necessary Action on Providence Medical Center Athletic Trainer Services for 2020-21
- III. Administration and Board Committee Reports:
- a. Administration - Written reports were provided by Administration. Copies of their reports are available at the District Office upon request.
    - I. Superintendent
      - 1. State Aid for 2020-21
        - Equalization Aid - \$0.00**
        - Net Option Funding - \$159,333
        - Allocated Income Tax Receipts - \$136,468
        - Prior year correction - \$9,029
        - Total - \$304,830**
      - 2. End of year check-out process and schedule
    - II. High School Principal
    - III. Special Education/Early Learning Center Director
    - IV. Elementary Principal
  - b. Board Committees
    - I. Foundation and Community Relations - Jaime Manz, Sylvia Ruhl, Justin Davis, Mark Lenihan, Brandon Foote

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

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

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

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

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

IV. Boardsmanship

V. Future Agenda Items

- \*Second Reading of 2020-21 Jr/Sr Student Handbook
- \*Second Reading of 2020-21 Elementary Student Handbook
- \*Second Reading of 2020-21 Kids Club Handbook
- \*Annual Summer Retreat
- \*WCS Foundation Annual Report
- \*Substitute Teacher Rates
- \*Extra Duty Positions
- \*Wellness Policy (5417) Review
- \*Multi-cultural and Americanism Report
- \*Set Hot Lunch and Milk Prices

VI. Executive Session (If Needed)

VII. Action Taken from Executive Session (If Needed)

VIII. Adjournment

**Wayne Community Schools  
Board of Education Regular Meeting Minutes  
Monday, April 13, 2020**

The regular meeting of the Wayne Board of Education was held at 611 West 7th Street, Wayne, NE, 68787, on Monday, April 13, 2020, at 5:00 PM. Notice of the meeting and place of agenda was posted at the Wayne High School, Wayne Elementary School, Early Learning Center, Wayne Post Office, Wayne Public Library, and online: [www.wayneschools.org](http://www.wayneschools.org). A copy of the Nebraska Open Meetings Act was displayed for the public to read.

Present Board Members:

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

I. Call the Meeting to Order via Zoom <http://zoom.us/j/821279628> The meeting was called to order via Zoom at 5:00 p.m.

I.a. Pledge of Allegiance

I.b. Announce Open Meeting Act Posting and Location - Wayne Community Schools, Wayne Public Library, Wayne Post Office, online: [www.wayneschools.org](http://www.wayneschools.org), and via Zoom <https://zoom.us/j/821279628>

I.c. Action on Absence and Roll Call

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

Motion to approve agenda, as presented, passed with a motion by Mrs. Sylvia Ruhl and a second by Dr. Jodi Pulfer. Motion carried with six yes votes.

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

I.e. Consent Agenda

Motion to approve consent agenda, with holding check number 20345 until action in New Business, passed with a motion by Mrs. Sylvia Ruhl and a second by Dr. Jodi Pulfer. Motion carried with six yes votes.

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

Subsidiary Motion to approve check number 20292 passed with a motion by Mr. Lynn Junck and a second by Dr. Jodi Pulfer. Motion carried with five yes votes.

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

Discussion: Mr. Justin Davis abstained from voting on subsidiary motion due to check being a reimbursement of Early Learning Center tuition.

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

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

I.f. Personnel

I.f.I. Elementary Special Education Position - Discuss, Consider, and Take Action on Elementary Special Education Position

Motion to approve the hiring of Nichelle Stolzer for the position of Elementary Special Education Teacher passed with a motion by Mrs. Jaime Manz and a second by Mrs. Sylvia Ruhl. Motion carried with six yes votes.

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

Discussion: The Board approved the hiring of Ms. Nichelle Stolzer for Elementary Special Education position.

I.f.II. 7/8 Science Teacher

Motion to approve the hiring of Vicki Smith for the position of 7/8 Science teacher for the 2020-21 school year, pending her release from Pender Public Schools, passed with a motion by Mrs. Sylvia Ruhl and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

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

Discussion: The Board approved the hiring of Mrs. Vicki Smith for the 7/8 Science position, pending her release from Pender Public Schools.

## II. Action Items

### II.a. Old Business

### II.b. New Business

#### II.b.I. Local Disaster Declaration Statement - Discuss, Consider, and Take Action on Local Disaster Declaration Statement

Motion to approve the Local Disaster Declaration for the Wayne Community School District 90-0017 passed with a motion by Mr. Lynn Junck and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

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

Discussion: The Board approved the Local Disaster Declaration. The document is needed to qualify for potential FEMA funds.

#### II.b.II. Memorandum of Understanding - Discuss, Consider, and Take Action on Memorandum of Understanding

Motion to approve the M.O.U with Northeast Nebraska Public Health for use of the Wayne Jr/Sr High School Building, for Emergency Response Needs during a public health emergency, passed with a motion by Mr. Lynn Junck and a second by Mrs. Sylvia Ruhl. Motion carried with six yes votes.

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

Discussion: The Board approved the updated Memorandum of Understanding from the Northeast Nebraska Public Health Department. The statement allows the use of Wayne Jr/Sr High School Building for Emergency Response needs during a public health emergency.

#### II.b.III. Last Day of 2019-20 School Year - Discuss, Consider, and Take Action on Last Day of 2019-20 School Year

Motion to approve Friday, May 15, 2020 as the last day of the 2019-20 school year. passed with a motion by Mrs. Sylvia Ruhl and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

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

Discussion: The Seniors last day of remote learning will be Friday, May 1, 2020. Graduation is set for Saturday, August 1, 2020, pending health measures for crowd limits. The last day of remote learning for grades PK-11 will be Friday, May 8, 2020. The week of May 11-15, 2020, will be utilized for students to finish assignments, turn in materials and chromebooks, and pick up personal belongings. Teachers will work the week of May 18-22, 2020, to prepare classes for next fall.

II.b.IV. Accept 2020 Graduate List - Discuss, Consider, and Accept 2020 Graduate List Motion to approve the 2020 Graduate List for Wayne High School. passed with a motion by Mrs. Jaime Manz and a second by Mrs. Sylvia Ruhl. Motion carried with six yes votes.

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

Discussion: The Board accepted the list of 2020 graduates.

II.b.V. Science Series Textbook/Curriculum - Discuss, Consider, and Take Action on Science Series Textbook/Curriculum

Motion to approve the quote from McGraw-Hill for \$101,128.37 for K-8 Science Resources passed with a motion by Dr. Jodi Pulfer and a second by Mr. Justin Davis. Motion carried with six yes votes.

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

Discussion: The Board approved the purchase from McGraw-Hill for K-8 Inspire science curriculum for \$101,128.37. General Fund and Depreciation funds will be used for this purchase.

II.b.VI. Mid States Bus COVID-19 Addendum to Transportation Agreement - Discuss, Consider, and Take Necessary Action on the Mid States Bus COVID-19 Addendum to Transportation Agreement

Motion to approve Mid States Bus COVID-19 Addendum to Transportation Agreement passed with a motion by Mr. Lynn Junck and a second by Dr. Jodi Pulfer. Motion carried with six yes votes.

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

Discussion: The Board approved the Mid States Bus COVID-19 Addendum to Transportation Agreement. This action approves claim 20345 for payment.

III. Administration and Board Committee Reports:

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

III.a.I. Superintendent

III.a.I.1. Ohiopyle Royalty Update

Discussion: Dr. Lenihan has tried to reach Ohiopyle Royalty to discuss the details of the contract. He will keep the Board informed once they are reached.

III.a.II. High School Principal

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

III.a.IV. Elementary Principal

III.b. Board Committees

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

Discussion: Mr. Brandon Foote reported that he is still talking to businesses about sponsorships.

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

Discussion: The committee met and discussed the new proposed science curriculum. Dr. Lenihan reported that the Social Study classes are on track with the new American civics standards.

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

Discussion: The Facility committee met and discussed the potential of hard surfacing of the south parking lot.

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

Discussion: New and updated policies will be coming later this year.

Negotiations - Wendy Consoli, Lynn Junck, Justin Davis, Mark Lenihan

Discussion: No report.

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

Discussion: No report.

IV. Future Agenda Items:

\*Review of EL Program

\*Non-Certified Staff Salaries

\*Para Wage Benefit AIM Document

\*First Reading 7-12 Student Handbook

Discussion: Additional Future Agenda Items include: Director salaries, First Reading of K-6 Handbook, and 2020-21 Kids Club Handbook.

V. Executive Session (If Needed)

VI. Action Taken from Executive Session (If Needed)

VII. Adjournment

Discussion: The meeting was adjourned at 5:47 p.m. The next regular Board Meeting will be Monday, May 11, 2020. The meeting will be held in Room 202 of the Jr/Sr High School. Dr. Lenihan noted that the meeting may have to be held via Zoom due to COVIDD-19 measures.

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Deb Daum, Secretary

# Wayne Public Schools

## Check Listing Report

Accounting Cycle: FY19-20; Begin Date: 04/15/2020; End Date: 04/15/2020; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: [All]; Created On: 4/15/2020 11:03:19 AM

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04152020	State Nebraska Bank	540978	4806	Ann Lund	\$31.10	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Ann Lund		refund/Acct. 1539	06-1-016110-000-000-000	refund on student meal account		\$31.10
<b>Sub Total</b>						<b>\$31.10</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04152020	State Nebraska Bank	540978	4807	Cash-Wa Distributing	\$5,367.28	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Cash-Wa Distributing		3/31/2020	06-2-031000-610-000-000	supplies		\$192.76
Cash-Wa Distributing		3/31/2020	06-2-031000-610-000-003	supplies (covid)		\$481.72
Cash-Wa Distributing		3/31/2020	06-2-031000-630-000-000	food		\$2,878.17
Cash-Wa Distributing		3/31/2020	06-2-031000-630-000-003	food (covid)		\$1,814.63
<b>Sub Total</b>						<b>\$5,367.28</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04152020	State Nebraska Bank	540978	4808	Dean Foods	\$2,633.37	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Dean Foods		3/29/20	06-2-031000-630-000-000	food		\$2,333.04
Dean Foods		3/29/20	06-2-031000-630-000-003	food (covid)		\$300.33
<b>Sub Total</b>						<b>\$2,633.37</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04152020	State Nebraska Bank	540978	4809	Diana Jacob	\$17.60	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Diana Jacob		refund/Acct. 1597	06-1-016110-000-000-000	refund on student meal account		\$17.60
<b>Sub Total</b>						<b>\$17.60</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04152020	State Nebraska Bank	540978	4810	Earthgrains Baking Companies, Inc.	\$1,021.96	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Earthgrains Baking		3/2020	06-2-031000-630-000-000	food		\$511.20
Earthgrains Baking		3/2020	06-2-031000-630-000-003	food (covid)		\$510.76
<b>Sub Total</b>						<b>\$1,021.96</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04152020	State Nebraska Bank	540978	4811	Judy Poehlman	\$39.10	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount

Judy Poehlman		4/4/20	06-2-031000-580-000-003	mileage to pick up beef in West Point		\$39.10
<b>Sub Total</b>				(Covid)		<b>\$39.10</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-04152020	State Nebraska Bank	540978	4812	Main Street Garage, LLC	\$55.90	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Main Street Garage, LLC		004990	06-2-031000-430-000-003	repair & maint. on lunch truck (covid)		\$55.90
<b>Sub Total</b>						<b>\$55.90</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-04152020	State Nebraska Bank	540978	4813	Sysco Lincoln	\$5,396.13	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Sysco Lincoln		3/31/20	06-2-031000-610-000-000	supply		\$306.05
Sysco Lincoln		3/31/20	06-2-031000-610-000-003	supply (covid)		\$663.88
Sysco Lincoln		3/31/20	06-2-031000-630-000-000	food		\$2,439.33
Sysco Lincoln		3/31/20	06-2-031000-630-000-003	food (covid)		\$1,986.87
<b>Sub Total</b>						<b>\$5,396.13</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-04152020	State Nebraska Bank	540978	4814	Wayne County Farm Bureau	\$2,675.86	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Wayne County Farm		16 t-shirts	06-2-031000-610-000-000	16 t-shirts for staff/supply		\$240.00
Wayne County Farm		3/24/20	06-2-031000-630-000-003	Beef in Schools/food (covid)		\$2,435.86
<b>Sub Total</b>						<b>\$2,675.86</b>
<b>Grand Total</b>						<b>\$17,238.30</b>

# Wayne Public Schools

## Check Listing Report

Accounting Cycle: FY19-20; Begin Date: 04/15/2020; End Date: 04/15/2020; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: [All]; Created On: 4/15/2020 11:03:20 AM

Check Date	Check Number	Payee	Type	Amount
04/15/2020	4806	Ann Lund	Accounts Payable	\$31.10
04/15/2020	4807	Cash-Wa Distributing	Accounts Payable	\$5,367.28
04/15/2020	4808	Dean Foods	Accounts Payable	\$2,633.37
04/15/2020	4809	Diana Jacob	Accounts Payable	\$17.60
04/15/2020	4810	Earthgrains Baking Companies, Inc.	Accounts Payable	\$1,021.96
04/15/2020	4811	Judy Poehlman	Accounts Payable	\$39.10
04/15/2020	4812	Main Street Garage, LLC	Accounts Payable	\$55.90
04/15/2020	4813	Sysco Lincoln	Accounts Payable	\$5,396.13
04/15/2020	4814	Wayne County Farm Bureau	Accounts Payable	\$2,675.86
<b>Sub Total</b>				<b>\$17,238.30</b>

# Wayne Public Schools

## Check Listing Report

Accounting Cycle: FY19-20; Begin Date: 04/15/2020; End Date: 04/15/2020; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: [All]; Created On: 4/15/2020 11:03:20 AM

Check Date	Check Number	Payee	Description	Type	Amount
04/15/2020	4806	Ann Lund	refund on student meal account	Accounts Payable	\$31.10
04/15/2020	4807	Cash-Wa Distributing	food, supplies	Accounts Payable	\$5,367.28
04/15/2020	4808	Dean Foods	food	Accounts Payable	\$2,633.37
04/15/2020	4809	Diana Jacob	refund on student meal account	Accounts Payable	\$17.60
04/15/2020	4810	Earthgrains Baking Companies, Inc.	food	Accounts Payable	\$1,021.96
04/15/2020	4811	Judy Poehlman	mileage to pick up beef at West Point (Covid)	Accounts Payable	\$39.10
04/15/2020	4812	Main Street Garage, LLC	repair & maint. on lunch truck (covid)	Accounts Payable	\$55.90
04/15/2020	4813	Sysco Lincoln	food, supplies	Accounts Payable	\$5,396.13
04/15/2020	4814	Wayne County Farm Bureau	16 t-shirts for staff/supply	Accounts Payable	\$240.00
04/15/2020	4814	Wayne County Farm Bureau	Beef in Schools/food (covid)	Accounts Payable	\$2,435.86
<b>Sub Total</b>					<b>\$17,238.30</b>

# Wayne Public Schools

## Check Listing Report

Accounting Cycle: FY19-20; Begin Date: 04/23/2020; End Date: 04/23/2020; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: [All]; Created On: 4/23/2020 11:39:49 AM

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04232020	State Nebraska Bank	540978	4821	Domenic Consoli	\$24.90	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Domenic Consoli		refund/Acct. 75	06-1-016110-000-000-000	refund on student meal account		\$24.90
<b>Sub Total</b>						<b>\$24.90</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04232020	State Nebraska Bank	540978	4822	Eduardo Marquez	\$12.95	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Eduardo Marquez		refund/Acct. 1583	06-1-016110-000-000-000	refund on student meal account		\$12.95
<b>Sub Total</b>						<b>\$12.95</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04232020	State Nebraska Bank	540978	4823	Jeffery Fleming	\$125.30	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Jeffery Fleming		refund/Acct. 403	06-1-016110-000-000-000	refund on student meal account		\$125.30
<b>Sub Total</b>						<b>\$125.30</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04232020	State Nebraska Bank	540978	4824	Jerry Echtenkamp	\$65.20	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Jerry Echtenkamp		refund/Acct. 184	06-1-016110-000-000-000	refund on student meal account		\$65.20
<b>Sub Total</b>						<b>\$65.20</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04232020	State Nebraska Bank	540978	4825	Jody Navrkal	\$26.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Jody Navrkal		refund/Acct. 1041	06-1-016110-000-000-000	refund on student meal account		\$26.00
<b>Sub Total</b>						<b>\$26.00</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04232020	State Nebraska Bank	540978	4826	Joel Jorgensen	\$11.40	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Joel Jorgensen		refund/Acct. 316	06-1-016110-000-000-000	refund on student meal account		\$11.40
<b>Sub Total</b>						<b>\$11.40</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-04232020	State Nebraska Bank	540978	4827	John Navrkal	\$25.00	Accounts Payable

Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
John Navrkal		refund/Acct. 400	06-1-016110-000-000-000	refund on student meal account		\$25.00
<b>Sub Total</b>						<b>\$25.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-04232020	State Nebraska Bank	540978	4828	Karen Mecseji	\$11.35	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Karen Mecseji		refund/Acct. 328	06-1-016110-000-000-000	refund on student meal account		\$11.35
<b>Sub Total</b>						<b>\$11.35</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-04232020	State Nebraska Bank	540978	4829	Kevin Koenig	\$91.85	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Kevin Koenig		refund/Acct. 156	06-1-016110-000-000-000	refund on student meal account		\$91.85
<b>Sub Total</b>						<b>\$91.85</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-04232020	State Nebraska Bank	540978	4830	Kevin Roberson	\$129.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Kevin Roberson		refund/Acct. 445	06-1-016110-000-000-000	refund on student meal account		\$129.50
<b>Sub Total</b>						<b>\$129.50</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-04232020	State Nebraska Bank	540978	4831	Kevin Roberts	\$14.80	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Kevin Roberts		refund/Acct. 262	06-1-016110-000-000-000	refund on student meal account		\$14.80
<b>Sub Total</b>						<b>\$14.80</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-04232020	State Nebraska Bank	540978	4832	Kim Hirschman	\$28.30	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Kim Hirschman		refund/Acct. 725	06-1-016110-000-000-000	refund on student meal account		\$28.30
<b>Sub Total</b>						<b>\$28.30</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-04232020	State Nebraska Bank	540978	4833	Marlen Chinn	\$100.65	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Marlen Chinn		refund/Acct. 252	06-1-016110-000-000-000	refund on student meal account		\$100.65
<b>Sub Total</b>						<b>\$100.65</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-04232020	State Nebraska Bank	540978	4835	Teresa Mick	\$23.45	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Teresa Mick		refund/Acct. 544	06-1-016110-000-000-000	refund on student meal account		\$23.45

<b>Sub Total</b>						<b>\$23.45</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-04232020 check reprint	State Nebraska Bank	540978	4836	Rod Lutt	\$352.95	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Rod Lutt		refund/Acct. 251	06-1-016110-000-000-000	refund on student meal account		\$352.95
<b>Sub Total</b>						<b>\$352.95</b>
<b>Grand Total</b>						<b>\$1,043.60</b>

# Wayne Public Schools

## Check Listing Report

Accounting Cycle: FY19-20; Begin Date: 04/23/2020; End Date: 04/23/2020; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: [All]; Created On: 4/23/2020 11:39:49 AM

Check Date	Check Number	Payee	Description	Type	Amount
04/23/2020	4821	Domenic Consoi	refund on student meal account	Accounts Payable	\$24.90
04/23/2020	4822	Eduardo Marquez	refund on student meal account	Accounts Payable	\$12.95
04/23/2020	4823	Jeffery Fleming	refund on student meal account	Accounts Payable	\$125.30
04/23/2020	4824	Jerry Echtenkamp	refund on student meal account	Accounts Payable	\$65.20
04/23/2020	4825	Jody Navrkal	refund on student meal account	Accounts Payable	\$26.00
04/23/2020	4826	Joel Jorgensen	refund on student meal account	Accounts Payable	\$11.40
04/23/2020	4827	John Navrkal	refund on student meal account	Accounts Payable	\$25.00
04/23/2020	4828	Karen Mecseji	refund on student meal account	Accounts Payable	\$11.35
04/23/2020	4829	Kevin Koenig	refund on student meal account	Accounts Payable	\$91.85
04/23/2020	4830	Kevin Roberson	refund on student meal account	Accounts Payable	\$129.50
04/23/2020	4831	Kevin Roberts	refund on student meal account	Accounts Payable	\$14.80
04/23/2020	4832	Kim Hirschman	refund on student meal account	Accounts Payable	\$28.30
04/23/2020	4833	Marlen Chinn	refund on student meal account	Accounts Payable	\$100.65
04/23/2020	4836	Rod Lutt	refund on student meal account	Accounts Payable	\$352.95
04/23/2020	4835	Teresa Mick	refund on student meal account	Accounts Payable	\$23.45
<b>Sub Total</b>					<b>\$1,043.60</b>

# Wayne Public Schools

## Check Listing Report

Accounting Cycle: FY19-20; Begin Date: 04/23/2020; End Date: 04/23/2020; Bank: State Nebraska Bank; Sort By  
Element: FUND; Account Expression: [All]; Created On: 4/23/2020 11:39:49 AM

Check Date	Check Number	Payee	Type	Amount
04/23/2020	4821	Domenic Consoli	Accounts Payable	\$24.90
04/23/2020	4822	Eduardo Marquez	Accounts Payable	\$12.95
04/23/2020	4823	Jeffery Fleming	Accounts Payable	\$125.30
04/23/2020	4824	Jerry Echtenkamp	Accounts Payable	\$65.20
04/23/2020	4825	Jody Navrkal	Accounts Payable	\$26.00
04/23/2020	4826	Joel Jorgensen	Accounts Payable	\$11.40
04/23/2020	4827	John Navrkal	Accounts Payable	\$25.00
04/23/2020	4828	Karen Mecseji	Accounts Payable	\$11.35
04/23/2020	4829	Kevin Koenig	Accounts Payable	\$91.85
04/23/2020	4830	Kevin Roberson	Accounts Payable	\$129.50
04/23/2020	4831	Kevin Roberts	Accounts Payable	\$14.80
04/23/2020	4832	Kim Hirschman	Accounts Payable	\$28.30
04/23/2020	4833	Marlen Chinn	Accounts Payable	\$100.65
04/23/2020	4835	Teresa Mick	Accounts Payable	\$23.45
04/23/2020	4836	Rod Lutt	Accounts Payable	\$352.95
<b>Sub Total</b>				<b>\$1,043.60</b>

# Check Summary Report

Date: 04/01/2020 thru 04/30/2020

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
20-13858	C	04/02/2020	BLACK SQUIRREL TIMING	<i>Athletic</i>	BAL. DUE FOR CANCELLED <i>TR meet</i>	1,000.00
20-13859	C	04/02/2020	BOMGAARS	<i>Musical / Baseball</i>	SUPPLIES	328.24
20-13860	C	04/02/2020	CHARTWELLS	<i>Speech/Drama</i>	HOSPITALITY ROOM/CONF. <i>Speech</i>	652.15
20-13861	C	04/02/2020	LINPEPCO - SIOUXLAND	<i>Grades</i>	VENDING MACHINE	100.50
20-13862	C	04/03/2020	U. S. BANK	<i>Athletic</i>	DIST. BB TEAM MEALS, <i>Admin Travel</i>	604.58
20-13863	C	04/03/2020	SYNCHRONY BANK/AMAZON	<i>Baseball/Grades</i>	CREDIT CARD PURCHASE	199.97
20-13864	C	04/03/2020	DAIRY QUEEN	<i>W Club</i>	DONATION FOR WEEKEND <i>meals</i>	500.00
20-13865	C	04/07/2020	GOOD TIME ATTRACTIONS	<i>Athletic</i>	ROLL TICKETS	54.20
20-13866	C	04/07/2020	MID-BELL MUSIC, INC.	<i>Band</i>	RESALE ITEMS	184.21
20-13867	C	04/07/2020	PAC 'N' SAVE	<i>SPED trans.</i>		9.61
20-13868	C	04/09/2020	HAUFF SPORTS OMAHA	<i>Athletic</i>	TR SUPPLY	102.53
20-13869	C	04/16/2020	WALSWORTH PUBLISHING	<i>Annual</i>	SECOND DEPOSIT ON 2020 <i>book</i>	3,989.70
20-13870	C	04/16/2020	WAYNE-CARROLL MUSIC	<i>Band</i>	SUPPLIES USED FOR <i>student activity</i>	100.00
20-13871	C	04/16/2020	COPY WRITE	<i>Boosters</i>	SCAN OLD BAND PICTURES	84.00
20-13872	O	04/27/2020	FFA CONVENTION TOUR -	<i>FFA</i>	SECOND DEPOSIT FOR <i>Natl Conv.</i>	175.00
20-13873	O	04/27/2020	STADIUM SPORTS	<i>Attll. / GB</i>	APPAREL	1,598.00

Report Total: 9,682.69

# Wayne Public Schools

## Check Report

Begin Date: 04/14/2020; End Date: 04/16/2020; Check Type: Payroll Liability; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY19-20; Limit Results to This Cycle: Yes; Account Expression: [All]; Show Detail by Voucher: Yes; Created On: 4/16/2020 2:11:48 PM

Check Date	Check Number	Payee	Type	Amount
04/15/2020	20346	Aetna Insurance	Payroll Liability	\$113,144.47
04/15/2020	20347	Ameritas Life Insurance Co. (Dent)	Payroll Liability	\$6,456.72
04/15/2020	20348	Elkhorn Valley Bank	Payroll Liability	\$6,260.00
04/15/2020	20349	First Concord Benefits Group	Payroll Liability	\$4,712.30
04/15/2020	20350	Gregory N. Lohr	Payroll Liability	\$70.86
04/15/2020	20351	Payroll Account	Payroll Liability	\$93,916.40
04/15/2020	20352	S.D. 17 Payroll Account	Payroll Liability	\$125,115.98
04/15/2020	20353	TSA Consulting Group, Inc	Payroll Liability	\$1,332.91
04/15/2020	20354	United Of Omaha	Payroll Liability	\$2,442.48
04/15/2020	20355	Vision Services Plan	Payroll Liability	\$1,035.78
04/15/2020	20356	Wayne Public School Foundatio	Payroll Liability	\$320.55
04/15/2020	4815	Aetna Insurance	Payroll Liability	\$1,714.04
04/15/2020	4816	Ameritas Life Insurance Co. (Dent)	Payroll Liability	\$116.96
04/15/2020	4817	Elkhorn Valley Bank	Payroll Liability	\$300.00
04/15/2020	4818	Payroll Account	Payroll Liability	\$2,502.36
04/15/2020	4819	S.D. 17 Payroll Account	Payroll Liability	\$3,504.48
04/15/2020	4820	United Of Omaha	Payroll Liability	\$23.78
04/15/2020	EFT	Direct Deposit	Payroll Liability	\$345,378.89
04/16/2020	20357	Payroll Account	Payroll Liability	\$43.00
04/16/2020	20358	S.D. 17 Payroll Account	Payroll Liability	\$58.06
04/16/2020	EFT	Direct Deposit	Payroll Liability	\$155.95
<b>Sub Total</b>				<b>\$708,605.97</b>

GF

LF

GF

General Fund Payroll Liabilities 354,909.51  
 General Fund Direct Deposit 333,256.10

Lunch Fund Payroll Liabilities 8161.62  
 Lunch Fund Direct Deposit 12,278.74

# Wayne Public Schools

## Check Report 4/15/20 Payroll

Begin Date: 04/15/2020; End Date: 04/15/2020; Check Type: Accounts Payable; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY19-20; Limit Results to This Cycle: Yes; Account Expression: [All]; Show Detail by Voucher: Yes; Created On: 4/23/2020 11:09:44 AM

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
04152020-PR	State Nebraska Bank	540951		Internal Revenue Service - EFT	\$112,025.57	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Internal Revenue Service - EFT		EFT707	03-2-090000-000-000-000	April EFTPS		\$112,025.57
<b>Sub Total</b>						<b>\$112,025.57</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
04152020-PR	State Nebraska Bank	540951		Nebraska Retirement System - EFT	\$96,461.76	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Nebraska Retirement System - EFT		EFT708	03-2-090000-000-000-000	April Retirement		\$96,461.76
<b>Sub Total</b>						<b>\$96,461.76</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
04152020-PR	State Nebraska Bank	540951		State of Nebraska - EFT	\$16,652.95	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
State of Nebraska - EFT		EFT709	03-2-090000-000-000-000	April StateWH		\$16,652.95
<b>Sub Total</b>						<b>\$16,652.95</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
04152020-PR	State Nebraska Bank	540951	13679	Aetna Insurance	\$4,413.12	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Aetna Insurance		1409	03-2-090000-000-000-000	April Retiree Health		\$4,413.12
<b>Sub Total</b>						<b>\$4,413.12</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
04152020-PR	State Nebraska Bank	540951	13680	Ameritas Life Insurance Co. (Dent)	\$198.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Ameritas Life Insurance Co. (Dent)		1410	03-2-090000-000-000-000	April Retiree Dent		\$198.00
<b>Sub Total</b>						<b>\$198.00</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
04152020-PR	State Nebraska Bank	540951	13681	United Of Omaha	\$1.48	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
United Of Omaha		1412	03-2-090000-000-000-000	April Retiree Life		\$1.48
<b>Sub Total</b>						<b>\$1.48</b>
<b>Grand Total</b>						<b>\$229,752.88</b>

# Wayne Public Schools

## Check Report Qualified Capital, Bond, Building and Depreciation 5/4/20

Begin Date: 05/04/2020; End Date: 05/04/2020; Check Type: Accounts Payable; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY19-20; Limit Results to This Cycle: Yes; Account Expression: [All]; Show Detail by Voucher: Yes; Created On: 5/6/2020 11:10:31 AM

Depreciation						
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05042020-Dep	State Nebraska Bank	112507	1004	Phipps Commercial Flooring	\$11,442.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Phipps Commercial Flooring		4/27/20	02-2-029000-610-000-130	carpet at Elementary and High School		\$11,442.00
<b>Sub Total</b>						<b>\$11,442.00</b>
Qualified Capital						
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05042020-QC	State Nebraska Bank	578509	1043	BOK Financial	\$28,241.25	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
BOK Financial		WayneCSD1715 5/20	09-2-050000-810-000-000	Service fees on 2010 Renovation		\$200.00
BOK Financial		WayneCSD1715 5/20	09-2-050000-832-000-000	Int on 2010 Renovation		\$28,041.25
<b>Sub Total</b>						<b>\$28,241.25</b>
Bond						
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05042020-bond	State Nebraska Bank	540943	1209	First National Bank Fremont	\$16,596.25	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
First National Bank Fremont		Act 7612301 5/20	07-2-050000-832-000-000	Int on 1999 Middle School renovation		\$16,596.25
<b>Sub Total</b>						<b>\$16,596.25</b>
Building						
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05042020-Build	State Nebraska Bank	540935	1628	JEO Consulting Group	\$2,000.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
JEO Consulting Group		116220	08-2-025150-340-000-000	Parking Lot Drainage Study		\$2,000.00
<b>Sub Total</b>						<b>\$2,000.00</b>
<b>Grand Total</b>						<b>\$58,279.50</b>

Depreciation

Qualified Cap

Bond

Building

# Wayne Public Schools

## Check Report General Fund 5/6/20

Begin Date: 05/06/2020; End Date: 05/06/2020; Check Type: Accounts Payable; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY19-20; Limit Results to This Cycle: Yes; Account Expression: [All]; Show Detail by Voucher: Yes; Created On: 5/7/2020 4:54:48 PM

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05062020-GF	State Nebraska Bank	537047		State of Nebraska - EFT	\$105.70	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
State of Nebraska - EFT		5/20	01-2-025100-810-000-010	Bank Fees		\$105.70
<b>Sub Total</b>						<b>\$105.70</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05062020-GF	State Nebraska Bank	537047	20359	Ace Hardware & Home	\$499.99	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Ace Hardware & Home		4/30/20	01-2-026200-431-000-010	Dist Build Upkeep		\$444.05
Ace Hardware & Home		4/30/20	01-2-026200-431-001-010	HS Build Upkeep		\$35.96
Ace Hardware & Home		4/30/20	01-2-026200-431-005-010	EL Building Upkeep		\$5.99
Ace Hardware & Home		4/30/20	01-2-026200-610-000-000	Dist Maint Supp		\$13.99
<b>Sub Total</b>						<b>\$499.99</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05062020-GF	State Nebraska Bank	537047	20360	American Broadband	\$845.86	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
American Broadband		31950 & 55442 5/1/20	01-2-011000-382-000-000	k-12 phone		\$528.26
American Broadband		31950 & 55442 5/1/20	01-2-011900-382-300-000	Prek phone, Internet & cable		\$317.60
<b>Sub Total</b>						<b>\$845.86</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05062020-GF	State Nebraska Bank	537047	20361	Anderson's Alphabet U	\$148.23	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Anderson's Alphabet U	4841-2020	9598459	01-2-011900-610-300-000	graduation photo frames/ELC supply	05/04/2020	\$148.23
<b>Sub Total</b>						<b>\$148.23</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05062020-GF	State Nebraska Bank	537047	20362	Black Hills Energy	\$1,055.39	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Black Hills Energy		3700834355 & 9693074581 5/20	01-2-026200-621-001-000	HS N.Gas		\$413.07
Black Hills Energy		3700834355 & 9693074581 5/20	01-2-026200-621-005-000	EL N. Gas		\$435.78
Black Hills Energy		3700834355 & 9693074581 5/20	01-2-026200-621-006-000	7/8 N. Gas		\$206.54
<b>Sub Total</b>						<b>\$1,055.39</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05062020-GF	State Nebraska Bank	537047	20363	Bomgaars	\$495.30	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Bomgaars		4/16/20	01-2-026200-431-000-010	Build Upkeep - Dist		\$7.98
Bomgaars		4/16/20	01-2-026200-431-000-010	HS Build Upkeep		\$54.04
Bomgaars		4/16/20	01-2-026200-431-300-010	Prek Build Upkeep		\$15.75
Bomgaars		4/16/20	01-2-026300-431-000-020	Grounds - Dist		\$355.55
Bomgaars		4/16/20	01-2-026300-431-005-020	Grounds - EL		\$59.99
Bomgaars		4/16/20	01-2-027300-430-000-000	Veh Maint (fusion)		\$1.99
<b>Sub Total</b>						<b>\$495.30</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05062020-GF	State Nebraska Bank	537047	20364	Candlewood Suites	\$1,099.89	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount

Candlewood Suites		1099.89	01-2-021900-580-001-010	State Boys Basketball Lodging (11 rooms 1 night)		\$1,099.89
<b>Sub Total</b>						<b>\$1,099.89</b>
<b>Voucher Number</b> 05062020-GF	<b>Bank Name</b> State Nebraska Bank	<b>Account Number</b> 537047	<b>Check Number</b> 20365	<b>Payee</b> Carhart Lumber Company	<b>Amount</b> \$10.49	<b>Type</b> Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Carhart Lumber Company	4918-2020	16801	01-2-026200-610-000-000	tube cutter/Dist. maint. supply	04/27/2020	\$10.49
<b>Sub Total</b>						<b>\$10.49</b>
<b>Voucher Number</b> 05062020-GF	<b>Bank Name</b> State Nebraska Bank	<b>Account Number</b> 537047	<b>Check Number</b> 20366	<b>Payee</b> Chemsearch	<b>Amount</b> \$977.90	<b>Type</b> Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Chemsearch		3934900	01-2-026200-431-005-010	EI Water Treatment Contract		\$977.90
<b>Sub Total</b>						<b>\$977.90</b>
<b>Voucher Number</b> 05062020-GF	<b>Bank Name</b> State Nebraska Bank	<b>Account Number</b> 537047	<b>Check Number</b> 20367	<b>Payee</b> City of Wayne	<b>Amount</b> \$12,970.80	<b>Type</b> Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
City of Wayne		5/20	01-2-026200-410-001-000	HS water		\$730.08
City of Wayne		5/20	01-2-026200-410-005-000	EL water		\$871.03
City of Wayne		5/20	01-2-026200-410-006-000	7/8 Water		\$365.05
City of Wayne		5/20	01-2-026200-622-001-000	HS Electricity		\$4,021.79
City of Wayne		5/20	01-2-026200-622-005-000	EL electricity		\$4,483.44
City of Wayne		5/20	01-2-026200-622-006-000	7/8 electricity		\$2,010.89
City of Wayne		5/20	01-2-026200-622-300-000	Prek Electricity		\$488.52
<b>Sub Total</b>						<b>\$12,970.80</b>
<b>Voucher Number</b> 05062020-GF	<b>Bank Name</b> State Nebraska Bank	<b>Account Number</b> 537047	<b>Check Number</b> 20368	<b>Payee</b> Eakes Office Solutions	<b>Amount</b> \$1,519.77	<b>Type</b> Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Eakes Office Solutions		8003321-0	01-2-011000-610-000-080	EL copier Staples		\$178.00
Eakes Office Solutions	4911-2020	7998294-0 & 7998279-0	01-2-025100-610-000-000	plain letterhead envelopes/Dist. office supply	04/27/2020	\$661.97
Eakes Office Solutions	4911-2020	7998294-0 & 7998279-0	01-2-025100-610-000-000	window letterhead envelopes/Dist. office supply	04/27/2020	\$679.80
<b>Sub Total</b>						<b>\$1,519.77</b>
<b>Voucher Number</b> 05062020-GF	<b>Bank Name</b> State Nebraska Bank	<b>Account Number</b> 537047	<b>Check Number</b> 20369	<b>Payee</b> Egan Supply Co.	<b>Amount</b> \$1,952.64	<b>Type</b> Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Egan Supply Co.		318475	01-2-026200-431-000-010	Part for floor scrubber		\$70.03
Egan Supply Co.	4898-2020	317557	01-2-026200-610-000-000	Dist. maint. supplies	04/27/2020	\$432.56
Egan Supply Co.	4936-2020	318604	01-2-026200-610-000-000	dist. maint. supplies	05/04/2020	\$1,450.05
<b>Sub Total</b>						<b>\$1,952.64</b>
<b>Voucher Number</b> 05062020-GF	<b>Bank Name</b> State Nebraska Bank	<b>Account Number</b> 537047	<b>Check Number</b> 20370	<b>Payee</b> ESU #1	<b>Amount</b> \$165,951.37	<b>Type</b> Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
ESU #1		SP5927	01-2-012001-591-000-001	Program Supervision Services		\$2,828.32
ESU #1		SP5927	01-2-012003-330-000-001	MTSS Training		\$220.00
ESU #1		SP5927	01-2-012004-591-001-001	Transition Services		\$1,424.25
ESU #1		SP5927	01-2-012005-591-000-011	Behavior/Disorder Services		\$34,994.00
ESU #1		SP5927	01-2-012005-591-000-021	Profound Services		\$72,495.00
ESU #1		SP5927	01-2-012005-591-000-021	Tower Outreach services		\$585.00
ESU #1		SP5927	01-2-021410-591-000-001	Psych services		\$24,162.50
ESU #1		SP5927	01-2-021510-591-000-001	Speech Services		\$738.30
ESU #1		SP5927	01-2-021510-591-000-011	Deaf/Audio Services		\$1,020.00
ESU #1		SP5927	01-2-021610-591-000-001	Occ Therapy Services		\$3,754.00
ESU #1		SP5927	01-2-021710-591-000-001	Physical Therapy Services		\$3,360.00

ESU #1		SP5927	01-2-021810-591-000-001	Vision services		\$310.00
ESU #1		SP5927	01-2-064040-591-000-001	Below age 5 services		\$20,060.00
<b>Sub Total</b>						<b>\$165,951.37</b>

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05062020-GF	State Nebraska Bank	537047	20371	Gill Hauling, Inc.	\$575.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Gill Hauling, Inc.		05120188	01-2-026200-410-000-010	Sanitation		\$575.00
<b>Sub Total</b>						<b>\$575.00</b>

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05062020-GF	State Nebraska Bank	537047	20372	Glass Edge, Inc.	\$675.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Glass Edge, Inc.		68329 & 69265	01-2-026200-431-005-010	install window at el		\$189.00
Glass Edge, Inc.		68329 & 69265	01-2-026200-431-005-010	window at el		\$486.00
<b>Sub Total</b>						<b>\$675.00</b>

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05062020-GF	State Nebraska Bank	537047	20373	Harris School Solutions	\$413.16	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Harris School Solutions	4914-2020	XT00162926	01-2-025100-610-000-000	print order for Gen. Fund checks/Dist. office supply	04/27/2020	\$413.16
<b>Sub Total</b>						<b>\$413.16</b>

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05062020-GF	State Nebraska Bank	537047	20374	Hometown Leasing	\$1,986.70	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Hometown Leasing		05/20	01-2-025100-443-000-000	copier lease		\$1,986.70
<b>Sub Total</b>						<b>\$1,986.70</b>

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05062020-GF	State Nebraska Bank	537047	20375	J.W. Pepper & Son Inc.	\$249.79	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
J.W. Pepper & Son Inc.	4941-2020	319141289 & 319226281	01-2-011000-610-001-060	All State choir music/HS	05/05/2020	\$237.19
J.W. Pepper & Son Inc.	4779B-2020	289214442	01-2-011000-610-001-060	HS choir music	05/05/2020	\$12.60
<b>Sub Total</b>						<b>\$249.79</b>

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05062020-GF	State Nebraska Bank	537047	20376	KSB School Law	\$971.90	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
KSB School Law		7983	01-2-023300-317-000-000	april Services		\$971.90
<b>Sub Total</b>						<b>\$971.90</b>

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05062020-GF	State Nebraska Bank	537047	20377	LRP Publications	\$324.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
LRP Publications		4477492	01-2-023100-610-000-000	Board & Admin Newsletter subscription renewal		\$324.50
<b>Sub Total</b>						<b>\$324.50</b>

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05062020-GF	State Nebraska Bank	537047	20378	Lutt Oil	\$252.51	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Lutt Oil		5/20	01-2-026500-626-000-000	Grounds		\$86.81
Lutt Oil		5/20	01-2-026500-626-000-003	Covid		\$124.43
Lutt Oil		5/20	01-2-027120-626-000-001	Sped		\$41.27
<b>Sub Total</b>						<b>\$252.51</b>

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
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05062020-GF	State Nebraska Bank	537047	20379	Menards - Norfolk	\$411.86	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Menards - Norfolk	4929-2020	84433	01-2-026200-431-000-010	supplies/dist. bldg. upkeep	04/29/2020	\$411.86
<b>Sub Total</b>						<b>\$411.86</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
05062020-GF	State Nebraska Bank	537047	20380	Mid States School Bus, Inc.	\$26,334.73	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Mid States School Bus, Inc.		5/20	01-2-027100-519-000-003	Covid Bussing Reg Routes		\$25,394.09
Mid States School Bus, Inc.		05/20	01-2-027100-626-000-000	March Excess Fuel		\$940.64
<b>Sub Total</b>						<b>\$26,334.73</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
05062020-GF	State Nebraska Bank	537047	20381	Nebraska Council Of School Administrators	\$1,465.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Nebraska Council Of School Administrators		5/10/20	01-2-012001-810-000-001	M.Bear Membership Dues		\$510.00
Nebraska Council Of School Administrators		63540	01-2-023200-810-000-000	M.Lenihan Reg		\$75.00
Nebraska Council Of School Administrators		63540	01-2-025100-810-000-020	R.Nelson Reg		\$75.00
Nebraska Council Of School Administrators	5028-2020	5/2/2020	01-2-023200-810-000-000	membership for Mark Lenihan/supt. dues	04/29/2020	\$805.00
<b>Sub Total</b>						<b>\$1,465.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
05062020-GF	State Nebraska Bank	537047	20382	Nebraska Extension - Wayne County	\$184.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Nebraska Extension - Wayne County	3977B-2020	1825	01-2-011000-610-001-030	Real Colors card sets/HS FACS supply	04/27/2020	\$184.00
<b>Sub Total</b>						<b>\$184.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
05062020-GF	State Nebraska Bank	537047	20383	Pac 'n' Save	\$756.28	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Pac 'n' Save		5/1/20	01-2-011000-610-001-030	HS FACS supplies		\$267.18
Pac 'n' Save		5/1/20	01-2-011000-610-001-040	Culinary Skills supplies		\$187.96
Pac 'n' Save		5/1/20	01-2-026200-431-005-010	EL Softner Salt		\$294.84
Pac 'n' Save		5/1/20	01-2-026200-890-000-000	Maint Supplies		\$6.30
<b>Sub Total</b>						<b>\$756.28</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
05062020-GF	State Nebraska Bank	537047	20384	Perry, Guthery, Haase &	\$75.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Perry, Guthery, Haase &		4/23/20	01-2-023300-317-000-000	April Services		\$75.00
<b>Sub Total</b>						<b>\$75.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
05062020-GF	State Nebraska Bank	537047	20385	Plunkett's Pest Control	\$234.72	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Plunkett's Pest Control		66105.16	01-2-026200-431-000-010	pest control.		\$234.72
<b>Sub Total</b>						<b>\$234.72</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
05062020-GF	State Nebraska Bank	537047	20386	Providence Medical Center	\$20,000.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Providence Medical Center		5/20	01-2-021900-320-000-000	last 1/4 of 19-20 Trainer Services		\$20,000.00
<b>Sub Total</b>						<b>\$20,000.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
05062020-GF	State Nebraska Bank	537047	20387	S.D. 17 Petty Cash Account	\$169.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>

S.D. 17 Petty Cash Account	2019-000386	684298	01-2-011000-580-005-000	NETA Conf. reg.(J. Hansen)/elem. travel	03/17/2020	\$169.00
<b>Sub Total</b>						<b>\$169.00</b>
<b>Voucher Number</b> 05062020-GF	<b>Bank Name</b> State Nebraska Bank	<b>Account Number</b> 537047	<b>Check Number</b> 20388	<b>Payee</b> State Nebraska Bank and Trust Co.	<b>Amount</b> \$37.55	<b>Type</b> Accounts Payable
<b>Vendor</b> State Nebraska Bank and Trust Co.	<b>PO Number</b>	<b>Invoice #</b> 5/1/20	<b>Account Code</b> 01-2-025100-610-000-000	<b>Description</b> General Fund Direct Deposit Slips	<b>Issue Date</b>	<b>Amount</b> \$37.55
<b>Sub Total</b>						<b>\$37.55</b>
<b>Voucher Number</b> 05062020-GF	<b>Bank Name</b> State Nebraska Bank	<b>Account Number</b> 537047	<b>Check Number</b> 20389	<b>Payee</b> Synchrony Bank/Amazon	<b>Amount</b> \$1,108.95	<b>Type</b> Accounts Payable
<b>Vendor</b> Synchrony Bank/Amazon	<b>PO Number</b> 4888-2020	<b>Invoice #</b> 4/25/2020	<b>Account Code</b> 01-2-026200-431-000-010	<b>Description</b> supplies/dist. bldg. upkeep	<b>Issue Date</b> 04/29/2020	<b>Amount</b> \$1,108.95
<b>Sub Total</b>						<b>\$1,108.95</b>
<b>Voucher Number</b> 05062020-GF	<b>Bank Name</b> State Nebraska Bank	<b>Account Number</b> 537047	<b>Check Number</b> 20390	<b>Payee</b> Toni Rasmussen	<b>Amount</b> \$350.00	<b>Type</b> Accounts Payable
<b>Vendor</b> Toni Rasmussen	<b>PO Number</b>	<b>Invoice #</b> 5/20	<b>Account Code</b> 01-2-011000-610-001-100	<b>Description</b> Repair Drone	<b>Issue Date</b>	<b>Amount</b> \$350.00
<b>Sub Total</b>						<b>\$350.00</b>
<b>Voucher Number</b> 05062020-GF	<b>Bank Name</b> State Nebraska Bank	<b>Account Number</b> 537047	<b>Check Number</b> 20391	<b>Payee</b> Total Graphics	<b>Amount</b> \$240.00	<b>Type</b> Accounts Payable
<b>Vendor</b> Total Graphics	<b>PO Number</b> 5039-2020	<b>Invoice #</b> 1123	<b>Account Code</b> 01-2-011900-610-300-000	<b>Description</b> graduation yard signs/ELC supply	<b>Issue Date</b> 05/04/2020	<b>Amount</b> \$240.00
<b>Sub Total</b>						<b>\$240.00</b>
<b>Voucher Number</b> 05062020-GF	<b>Bank Name</b> State Nebraska Bank	<b>Account Number</b> 537047	<b>Check Number</b> 20392	<b>Payee</b> U.S. Bank	<b>Amount</b> \$59.89	<b>Type</b> Accounts Payable
<b>Vendor</b> U.S. Bank	<b>PO Number</b>	<b>Invoice #</b> 4/27/2020	<b>Account Code</b> 01-2-012001-810-000-001	<b>Description</b> NASSES Spring Conf, M.beair	<b>Issue Date</b>	<b>Amount</b> \$75.00
<b>Vendor</b> U.S. Bank		<b>Invoice #</b> 4/27/2020	<b>Account Code</b> 01-2-027320-430-000-001	<b>Description</b> Credit for Sped bus part		<b>Amount</b> (\$15.11)
<b>Sub Total</b>						<b>\$59.89</b>
<b>Voucher Number</b> 05062020-GF	<b>Bank Name</b> State Nebraska Bank	<b>Account Number</b> 537047	<b>Check Number</b> 20393	<b>Payee</b> US Cellular	<b>Amount</b> \$73.73	<b>Type</b> Accounts Payable
<b>Vendor</b> US Cellular	<b>PO Number</b>	<b>Invoice #</b> 0369485469	<b>Account Code</b> 01-2-025100-382-000-000	<b>Description</b> Maint phone	<b>Issue Date</b>	<b>Amount</b> \$73.73
<b>Sub Total</b>						<b>\$73.73</b>
<b>Voucher Number</b> 05062020-GF	<b>Bank Name</b> State Nebraska Bank	<b>Account Number</b> 537047	<b>Check Number</b> 20394	<b>Payee</b> Wayne Auto Parts Inc.	<b>Amount</b> \$46.95	<b>Type</b> Accounts Payable
<b>Vendor</b> Wayne Auto Parts Inc.	<b>PO Number</b> 4922-2020	<b>Invoice #</b> 223004	<b>Account Code</b> 01-2-026200-431-005-010	<b>Description</b> cut-off wheels for ES door repair/ES bldg upkeep & maint	<b>Issue Date</b> 05/04/2020	<b>Amount</b> \$46.95
<b>Sub Total</b>						<b>\$46.95</b>
<b>Voucher Number</b> 05062020-GF	<b>Bank Name</b> State Nebraska Bank	<b>Account Number</b> 537047	<b>Check Number</b> 20395	<b>Payee</b> Wayne Herald	<b>Amount</b> \$518.18	<b>Type</b> Accounts Payable
<b>Vendor</b> Wayne Herald	<b>PO Number</b>	<b>Invoice #</b> 4/30/20	<b>Account Code</b> 01-2-023100-540-000-000	<b>Description</b> Legals	<b>Issue Date</b>	<b>Amount</b> \$233.18
<b>Vendor</b> Wayne Herald		<b>Invoice #</b> 4/30/20	<b>Account Code</b> 01-2-023100-540-000-000	<b>Description</b> Tomorrows leaders		<b>Amount</b> \$185.00
<b>Vendor</b> Wayne Herald		<b>Invoice #</b> 4/30/20	<b>Account Code</b> 01-2-023100-540-000-000	<b>Description</b> Web Ad		<b>Amount</b> \$100.00
<b>Sub Total</b>						<b>\$518.18</b>
<b>Voucher Number</b> 05062020-GF	<b>Bank Name</b> State Nebraska Bank	<b>Account Number</b> 537047	<b>Check Number</b> 20396	<b>Payee</b> Y & Y Lawn Service	<b>Amount</b> \$1,680.00	<b>Type</b> Accounts Payable

Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Y & Y Lawn Service		4/17/20	01-2-026300-431-000-020	Apply fertilizer		\$1,680.00
<b>Sub Total</b>						<b>\$1,680.00</b>
<b>Grand Total</b>						<b>\$246,827.73</b>

# Wayne Public Schools

## Check Report 5/8/20 GF

Begin Date: 05/08/2020; End Date: 05/08/2020; Check Type: Accounts Payable; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY19-20; Limit Results to This Cycle: Yes; Account Expression: [All]; Show Detail by Voucher: Yes; Created On: 5/8/2020 2:41:51 PM

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05082020-GF	State Nebraska Bank	537047	20401	Bio-Electronics	\$145.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Bio-Electronics		067138	01-2-021300-610-000-000	Rep & maint of AED		\$145.00
<b>Sub Total</b>						<b>\$145.00</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05082020-GF	State Nebraska Bank	537047	20402	Eakes Office Solutions	\$939.86	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Eakes Office Solutions	4992-2020	8014630-0 & 8014628-0	01-2-011000-610-001-010	dist. office sup/JH t. sup/HS t. sup.	05/08/2020	\$348.36
Eakes Office Solutions	4992-2020	8014630-0 & 8014628-0	01-2-011000-610-001-010	JH t. sup./HS t. sup.	05/08/2020	\$218.19
Eakes Office Solutions	4992-2020	8014630-0 & 8014628-0	01-2-011000-610-006-010	dist. office sup/JH t. sup/HS t. sup.	05/08/2020	\$174.18
Eakes Office Solutions	4992-2020	8014630-0 & 8014628-0	01-2-011000-610-006-010	JH t. sup./HS t. sup.	05/08/2020	\$109.10
Eakes Office Solutions	4992-2020	8014630-0 & 8014628-0	01-2-025100-610-000-000	dist. office sup/JH t. sup/HS t. sup.	05/08/2020	\$90.03
<b>Sub Total</b>						<b>\$939.86</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05082020-GF	State Nebraska Bank	537047	20403	Francotyp-Postalia, Inc.	\$8,500.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Francotyp-Postalia, Inc.		5/6/2020	01-2-025100-531-000-000	Postage		\$8,500.00
<b>Sub Total</b>						<b>\$8,500.00</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
05082020-GF	State Nebraska Bank	537047	20404	Rasmussen Mechanical Services	\$1,261.41	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Rasmussen Mechanical Services		SRV073245	01-2-026200-431-005-010	EL Buld Upkeep & Repair - Actuator and Dampers		\$1,261.41
<b>Sub Total</b>						<b>\$1,261.41</b>
<b>Grand Total</b>						<b>\$10,846.27</b>

# WAYNE JR/SR HIGH SCHOOL

## STUDENT-PARENT HANDBOOK

**2020-2021**



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

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

Dear Student and Parent or Guardian:

Nebraska State Law requires that each school district develop rules and regulations regarding Student Conduct, Students' Rights and Responsibilities, Harassment Policy, Student Fees Policy, and Student's Rights and Responsibilities in Extracurricular Activities, and distribute copies to students and parents. The attached rules and regulations are in effect for the 2020-2021 school year. The entire Jr./Sr. High handbook has been shared with students/parents online. This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Wayne Jr./Sr. High School. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a "contract". The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. We request that you return the Acknowledgment Sheet for our files. If you have any questions regarding the attached material or the shared online handbook, please feel free to contact a building administrator.

Mr. Tucker Hight, High School Principal    Mr. David Wragge, Jr. High Principal

\* \* \* \* \*

The family of \_\_\_\_\_ (print student's name) received and had an opportunity to read the Rules and Regulations for Student Conduct and Students' Rights and Responsibilities, Harassment Policy, Student Fees Policy, **Acceptable Use of Computers and Networks Policy (see appendix L-O)**, and Student's Rights and Responsibilities in Extracurricular Activities for the students in Wayne Community Schools. We understand that each student is responsible for becoming familiar with the handbook and policies at Wayne Community Schools.

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

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

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

\* \* \* \* \*

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

# Lunch Hour Driving

## Grades 7-9

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

## Grades 10-11

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

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

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

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

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

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

## SENIORS ONLY:

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

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

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

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

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

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

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

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

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

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

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

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

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

X \_\_\_\_\_

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

\_\_\_\_\_  
Date

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

## EMERGENCY INFORMATION – 2020-2021

Check here if this information is the same as last year – no need to fill out form if information is the same

**Please fill out the parts that have changed within the past year**

Student Name (print) \_\_\_\_\_ Circle One: Male  
Student Cell Phone: \_\_\_\_\_ Female

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Signature of Parent/Guardian)

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

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

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

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

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

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

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

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

# ~~Wayne Community Schools Addition to Student Code of Conduct~~

## ~~ACCEPTABLE USE OF COMPUTERS AND NETWORKS~~

### ~~PARENT/GUARDIAN & STUDENT AGREEMENT~~

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

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

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

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

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

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

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

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

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

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

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

Estimado Estudiante y Padre o Tutor:

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

Mr. Tucker Hight, H.S. Principal

Mr. Dennis Dolliver, Jr. High Principal

\* \* \* \* \*

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

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

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

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

\* \* \* \* \*

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

# Manejar fuera en la hora de almuerzo

## Grados 7-9

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

## Grados 10-11

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

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

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

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

\_\_\_\_\_  
Fecha

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

\_\_\_\_\_  
Fecha

### **SENIORS SOLAMENTE:**

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

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

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

\_\_\_\_\_  
Fecha

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

\_\_\_\_\_  
Fecha

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

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

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

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

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

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

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

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

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

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

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

## INFORMACIÓN DE EMERGENCIA - 2019-2020

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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

(Firma de Padre/Guardian)

## Wayne Jr./Sr. High School

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

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

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

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

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

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

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

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

# Escuelas comunitarias de Wayne Adición al Código de Conducta Estudiantil

## USO ACEPTABLE DE COMPUTADORAS Y REDES

### ACUERDO DE PADRE / TUTOR Y ESTUDIANTE

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

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

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

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

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

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

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

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

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

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

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

**2020-2021**

## TABLE OF CONTENTS

### Foreword

		Page
<b>Section 1</b>	<b>Intent of Handbook</b>	<b>2</b>
<b>Section 2</b>	<b>Members of the Board of Education</b>	<b>2</b>
<b>Section 3</b>	<b>Administrative Staff</b>	<b>2</b>
<b>Section 4</b>	<b>Teaching Staff</b>	<b>3</b>
<b>Section 5</b>	<b>Support Staff</b>	<b>4</b>
<b>Section 6</b>	<b>School Calendar</b>	<b>4</b>
<b>Section 7</b>	<b>District Expectations/Character Traits/K-12 Rights and Responsibilities</b>	<b>4</b>

### Article 1 - Mission and Goals

		Page
<b>Section 1</b>	<b>School Mission/Vision Statements</b>	<b>6</b>
<b>Section 2</b>	<b>Goals and Objectives</b>	<b>6</b>
<b>Section 3</b>	<b>Mutual Respect</b>	<b>7</b>
<b>Section 4</b>	<b>Complaint Procedures</b>	<b>7</b>

### Article 2 - School Day

		Page
<b>Section 1</b>	<b>Daily Schedule</b>	<b>8</b>
<b>Section 2</b>	<b>Severe Weather and School Cancellations</b>	<b>8</b>
<b>Section 3</b>	<b>Open-Closed Campus</b>	<b>9</b>
<b>Section 4</b>	<b>School Meals</b>	<b>9</b>
<b>Section 5</b>	<b>Supervision Responsibility Before/After School</b>	<b>10</b>
<b>Section 6</b>	<b>Emergency Evacuation Lockout and Lockdown</b>	<b>11</b>
<b>Section 7</b>	<b>Wayne Community Schools Emergency Response Plan Managing Student Release to Parents</b>	<b>11</b>

### Article 3 - Use of Building and Grounds

		Page
<b>Section 1</b>	<b>Visitors</b>	<b>13</b>
<b>Section 2</b>	<b>Smoke-Free Environment</b>	<b>13</b>
<b>Section 3</b>	<b>Care of School Property</b>	<b>13</b>

<b>Section 4</b>	<b>Lockers/Book Bags</b>	<b>13</b>
<b>Section 5</b>	<b>Searches of Lockers and Other Types of Searches</b>	<b>13</b>
<b>Section 6</b>	<b>Video Surveillance</b>	<b>14</b>
<b>Section 7</b>	<b>Use of Telephone</b>	<b>14</b>
<b>Section 8</b>	<b>Bicycles</b>	<b>14</b>
<b>Section 9</b>	<b>Student Valuables</b>	<b>14</b>
<b>Section 10</b>	<b>Lost and Found</b>	<b>15</b>
<b>Section 11</b>	<b>Accidents</b>	<b>15</b>
<b>Section 12</b>	<b>Laboratory Safety Glasses</b>	<b>15</b>
<b>Section 13</b>	<b>Insurance</b>	<b>15</b>
<b>Section 14</b>	<b>Bulletins and Announcements</b>	<b>15</b>
<b>Section 15</b>	<b>Copyright and Fair Use Policy</b>	<b>15</b>

#### **Article 4 – Attendance**

		<b>Page</b>
<b>Section 1</b>	<b>Attendance Policy</b>	<b>16</b>
<b>Section 2</b>	<b>Attendance and Absences</b>	<b>16</b>
<b>Section 3</b>	<b>Absence Procedures</b>	<b>18</b>
<b>Section 4</b>	<b>Make-up Work</b>	<b>18</b>
<b>Section 5</b>	<b>Attendance is Required to Participate in Activities</b>	<b>18</b>
<b>Section 6</b>	<b>Truancy</b>	<b>18</b>

#### **Article 5 - Scholastic Achievement**

		<b>Page</b>
<b>Section 1</b>	<b>Grading System</b>	<b>19</b>
<b>Section 2</b>	<b>Graduation Requirements</b>	<b>20</b>
<b>Section 3</b>	<b>Promotion and Retention</b>	<b>20</b>
<b>Section 4</b>	<b>Schedule Changes</b>	<b>20</b>
<b>Section 5</b>	<b>Interim Reports</b>	<b>21</b>
<b>Section 6</b>	<b>Report Cards</b>	<b>21</b>
<b>Section 7</b>	<b>Parent-Teacher Conferences</b>	<b>21</b>
<b>Section 8</b>	<b>Honor Roll</b>	<b>21</b>
<b>Section 9</b>	<b>Determining Valedictorian and Salutatorian</b>	<b>22</b>
<b>Section 10</b>	<b>National Honor Society</b>	<b>22</b>
<b>Section 11</b>	<b>Academic Integrity</b>	<b>23</b>
<b>Section 12</b>	<b>College Classes (High School Only)</b>	<b>25</b>

#### **Article 6 - Support Services**

		<b>Page</b>
<b>Section 1</b>	<b>Special Education Services</b>	<b>26</b>
<b>Section 2</b>	<b>Students with Disabilities: Section 504</b>	<b>27</b>
<b>Section 3</b>	<b>Guidance Services</b>	<b>27</b>
<b>Section 4</b>	<b>Health Services</b>	<b>27</b>
<b>Section 5</b>	<b>Transportation Services</b>	<b>31</b>

**Article 7 - Drugs, Alcohol and Tobacco**

		<b>Page</b>
<b>Section 1</b>	<b>Drug-Free Schools</b>	<b>32</b>
<b>Section 2</b>	<b>Education and Prevention</b>	<b>32</b>
<b>Section 3</b>	<b>Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco</b>	<b>33</b>

**Article 8 - Student Rights, Conduct, Rules and Regulations**

		<b>Page</b>
<b>Section 1</b>	<b>Purpose of Student Conduct Rules</b>	<b>34</b>
<b>Section 2</b>	<b>Forms of School Discipline</b>	<b>34</b>
	<ul style="list-style-type: none"> <li>●Short-Term Suspensions</li> <li>●Long-Term Suspensions</li> <li>●Expulsions</li> <li>●Other Forms of Student Discipline</li> </ul>	
<b>Section 3</b>	<b>Student Conduct Expectations</b>	<b>37</b>
	<ul style="list-style-type: none"> <li>●Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment</li> <li>●Additional Student Conduct Expectations and Grounds for Discipline</li> <li>●Student Appearance Policy</li> <li>●Electronic Devices</li> <li>●Harassment and Bullying Policy</li> <li>●Inappropriate Public Displays of Affection</li> <li>●Specific Rule Items</li> <li>●Network, E-Mail, Internet and Other Computer Use Rules</li> <li>●Risks of Social Networking</li> </ul>	
<b>Section 4</b>	<b>Reporting Student Law Violations</b>	<b>50</b>

**Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations**

		<b>Page</b>
<b>Section 1</b>	<b>Extracurricular Activity Philosophy</b>	<b>52</b>
<b>Section 2</b>	<b>Extracurricular Activity Code of Conduct</b>	<b>53</b>
<b>Section 3</b>	<b>Attendance</b>	<b>60</b>
<b>Section 4</b>	<b>Academic Standards/Eligibility</b>	<b>60</b>
<b>Section 5</b>	<b>Extracurricular Activities</b>	<b>61</b>
<b>Section 6</b>	<b>“Team Selection” and “Playing Time”</b>	<b>64</b>
<b>Section 7</b>	<b>School Dances</b>	<b>65</b>
<b>Section 8</b>	<b>Relationships Between Parents and Coaches/Sponsors</b>	<b>67</b>
<b>Section 9</b>	<b>Good Sportsmanship—Behavior Expectations of Spectators</b>	<b>69</b>
<b>Section 10</b>	<b>Student Fees Policy</b>	<b>70</b>

**Article 10 - State and Federal Programs**

		<b>Page</b>
<b>Section 1</b>	<b>Notice of Nondiscrimination</b>	<b>74</b>
<b>Section 2</b>	<b>Designation of Coordinator(s)</b>	<b>74</b>
<b>Section 3</b>	<b>Anti-discrimination &amp; Harassment Policy</b>	<b>74</b>
<b>Section 4</b>	<b>Multicultural Policy</b>	<b>76</b>
<b>Section 5</b>	<b>Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973</b>	<b>76</b>
<b>Section 6</b>	<b>Notification of Rights Under FERPA</b>	<b>77</b>
<b>Section 7</b>	<b>Notice Concerning Disclosure of Student Recruiting Information</b>	<b>79</b>
<b>Section 8</b>	<b>Notice for Parents of Students in Programs Receiving Title I Funding</b>	<b>80</b>
<b>Section 9</b>	<b>Student Privacy Protection Policy</b>	<b>81</b>
<b>Section 10</b>	<b>Parental Involvement</b>	<b>84</b>
<b>Section 11</b>	<b>Homeless Students Policy</b>	<b>85</b>
<b>Section 12</b>	<b>Pregnant and Parenting Students</b>	<b>86</b>
<b>Section 13</b>	<b>Business Operations</b>	<b>88</b>

**Appendix**

<b>Appendix A</b>	<b>School Calendar</b>	<b>A</b>
<b>Appendix B</b>	<b>Bell Schedules</b>	<b>B-D</b>
<b>Appendix C</b>	<b>Foreign Study – Wayne High School Guidelines and Requirements</b>	<b>E</b>
<b>Appendix D</b>	<b>Criteria for Early Entrance Into High School Academic Program(s)</b>	<b>F</b>
<b>Appendix E</b>	<b>Home School Educated Students - Admittance</b>	<b>G</b>

## Principals' Message

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

Welcome to the 2020-2021 school year. We are excited and honored to serve as the principals of Wayne Jr./Sr. High School! All teachers and staff and are excited to start a new year, and we are ready to continue the process of creating exceptional and effective learning opportunities while creating numerous memories. Together, with your support, input, and cooperation, we can offer the best possible programs and opportunities.

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

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

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

Sincerely,

Mr. Tucker Hight, Sr. High School Principal  
Mr. David Wragge, Jr. High School Principal

**Wayne Jr./Sr. School Student-Parent Handbook**  
**2020-2021 School Year**

**Foreword**

**Section 1 Intent of Handbook**

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

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

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

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

**Section 3 Administrative Staff**

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

Tucker Hight	Principal	Wayne High School	<a href="mailto:tuhight1@waynebluedevels.org">tuhight1@waynebluedevels.org</a> 402-375-3150
David Wragge	Principal/Athletic Director	Wayne Junior High School	<a href="mailto:dawragg1@waynebluedevels.org">dawragg1@waynebluedevels.org</a> 402-375-3150
Misty Bear	Special Education Director	Early Learning Center	<a href="mailto:mibeair1@waynebluedevels.org">mibeair1@waynebluedevels.org</a> 402-833-1450

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

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

Name	Department
Lindsey Knutson	School Counselor
Kiley Koch	Business/Spanish
Mallorie Koch	ELL
Traci Krusemark	Math/English
Kristine Muir	English
Julie Osnes	Library/Media
Toni Rasmussen	Ag Education/FFA
Stephanie Reynolds	Math
Matthew Schaub	Social Studies
Vicki Smith	Science
Dwayne Spieker	English
Alina Surber	Family & Consumer Science
Rob Sweetland	Physical Education
Kara Thompson	Speech Therapist
Kayla Varley	Special Education
Pam Vander Veen	English
Alex Wieland	Instrumental Music

**Section 5 Support Staff**

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

**Section 6 School Calendar**

See 2020-2021 School year calendar attached hereto as Appendix A.

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

**District Expectations**

**Character Traits**

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

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

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

### **The Rights**

of the Students are to:

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

of the Staff Members are to:

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

### **The Responsibilities**

of the Administration are to:

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

of the Teaching Staff are to:

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

of the Students are to:

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

of the Parents /Guardians are to:

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

of the Community are to:

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

## Article 1 – Mission and Goals

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

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

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

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

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

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

## Article 1 - Philosophy, Goals, Objectives

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

### **Section 3 Mutual Respect**

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

### **Section 4 Complaint Procedures**

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

## Article 1 - Philosophy, Goals, Objectives

### 1. Complaint procedure

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

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

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

## Article 2 – School Day

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

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

**See Appendix B-D for specific bell schedules**

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

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

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

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

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

## Article 2 – School Day

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

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

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

### Section 3 Open-Closed Campus

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

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

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

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

### Section 4– School Meals

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

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

## Article 2 – School Day

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

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

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

#### Arrival at School/Dismissal From School

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

- **7<sup>th</sup>/8<sup>th</sup> Grade – Students in junior high will report to the commons to eat breakfast or to the lecture hall in the mornings and before lunch.**

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

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

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

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

## Article 2 – School Day

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

### Supervision at Dismissal

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

### Emergency Closing Procedures

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

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

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

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

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

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

General Emergency Information:

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

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

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

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

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

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

Please DO NOT call the school!

Listen to local radio and check social media for information:

KTCH

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

Twitter: Wayne Blue Devils@WayneSchools

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

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

### **Student Release:**

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

### **Guidance for Parents:**

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

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

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

- Plan on picking up your youngest student first.
- Plan on the check-out procedure taking time – PATIENCE!

Thank you for your cooperation in this!

### **Article 3 – Use of Building and Grounds**

#### **Section 1 Visitors**

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

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

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

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

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

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

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

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

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

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

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

## Article 3 – Use of Building and Grounds

Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration.

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

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

### **Section 6 Video Surveillance**

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

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

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

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

### **Section 8 Bicycles**

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

### **Section 9 Student Valuables**

## Article 3 – Use of Building and Grounds

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

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

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

### **Section 11 Accidents**

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

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

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

### **Section 13 Insurance**

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

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

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

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

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching

## Article 3 – Use of Building and Grounds

(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.

## **Article 4 – Attendance**

### **Section 1 Attendance Policy**

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

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

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

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

The Principal has the discretion to deny approval for the latter two (2) reasons, depending on circumstances such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

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

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

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

Consequence for Tardy.

- a. 1<sup>st</sup> tardy – Warning
- b. 2<sup>nd</sup> tardy – Seminar – fill out seminar sheet/parent email or phone call from teacher
- c. 3<sup>rd</sup> tardy – Seminar – fill out seminar sheet/parent phone call from teacher
- d. 4<sup>th</sup> tardy – Office Referral

Consequence for Skipping Seminar.

- a. Skipped seminar - warning and reschedule seminar (Fill out seminar sheet)
- b. Skipped rescheduled seminar – Office referral

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

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

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

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

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

Appeal for Credit. Students must appeal for credit after having more than ten (10) non-school related absences per semester. The student appeals to the Appeal for Credit Committee. The committee is

## Article 4 – Attendance

made up of department chairs. Students will have three to four minutes to explain why they missed school. This committee and each student's teachers will decide if credit is granted or denied. Failure to appeal for credit may result in automatic loss of credit.

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

### **Section 3      Absence Procedures**

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

### **Section 4      Make-up Work**

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

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

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

All extra-curricular participants must be in attendance at school the immediate ½ day school is in session prior to the contest or practice (**exceptions may be made for extenuating circumstances, such as doctor/dentist appointments, funerals, or family emergencies**). Before school practices require a student's attendance immediately following the before school practice. A student failing to report to classes following a before school practice will incur an unexcused absence. All participants must be in school during the a.m. following a weeknight activity to attend practice that day. Students who miss on Friday afternoon may be eligible for Saturday extracurricular activities.

### **Section 6      Truancy**

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

## Article 4 – Attendance

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

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

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

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

## Article 5 – Scholastic Achievement

### **Section 1      Grading System**

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

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

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

### **Section 2      Graduation Requirements**

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

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

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

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

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

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

## Article 5 – Scholastic Achievement

### **Section 3 Promotion and Retention**

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

7<sup>th</sup> and 8<sup>th</sup> Grades – All student must pass all core classes during the school year to advance to the next grade level. If they do not pass a core class by the end of the school year, they will be required to take that class over the summer using an online course option.

### **Section 4 Schedule Changes/Course Withdrawals**

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

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

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

### **Section 5 Interim Reports**

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

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

### **Section 6 Report Cards**

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

## Article 5 – Scholastic Achievement

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

Parent-teacher conferences will be held at the end towards the end of the 1<sup>st</sup> quarter of school. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

### **Section 8 Honor Roll**

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

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

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

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

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

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

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

The Wayne High School chapter is a chartered member of the national organization sponsored by the National Association of Secondary School Principals. Standards for selection are established by the national office. The purpose is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of Wayne High School. By joining the Society, the

## Article 5 – Scholastic Achievement

member needs to understand he/she is subjecting him/herself to a higher standard of behavior. Admission is an honor given to students. It is not a right and is not something which can be earned. It is intended to be an award to recognize the combination of outstanding scholarship, character, leadership, and service. Neither student, faculty members, nor parents are permitted to take the initiative by lobbying for admission of a particular student. Those who qualify will be considered, and those elected will be “tapped” for membership. The formal process begins during the last semester of the junior year when students with a grade point average of 3.5 and above are invited to complete the Student Activity Form. An example can be found on the school website. This form serves as a record of the student’s honors, leadership experiences, and participation in school activities and community service. A committee reviews the forms and selects students for membership.

Probationary candidates are introduced at the spring Honors Convocation and inducted at a formal ceremony in the fall. Once inducted, new members are expected to maintain the same (or higher) level of performance in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings and participation in the chapter service project(s). The faculty council follows the rules of due process for members whose conduct is questionable. The member may be sanctioned or removed for breaking civil laws, school policies, or training rules.

### **Section 11 Academic Integrity**

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

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

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

#### **B. Definitions**

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

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

Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):
  - (1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a

## Article 5 – Scholastic Achievement

test, the student informs other students in a later section of the questions that appear on the test.

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

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

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

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

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

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

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

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

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

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

## Article 5 – Scholastic Achievement

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

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

Plagiarism includes, but is not limited to:

- (1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
  - (2) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

### C. Sanctions

The following sanctions will occur for academic integrity offenses:

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

## Article 5 – Scholastic Achievement

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

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

## **Article 6 - Support Services**

### **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

## Article 6 – Support Services

children who benefit from such programs. If you have a child or know of a child which may require special education please contact Misty Bear, Special Director, at (402)833-1450; or Tucker Hight, Assistant Special Education Director, at (402)375-3854.

### Special Education Placement

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

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

### More Information

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

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

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

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

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

### **Section 4      Health Services**

## Article 6 – Support Services

### Student Illnesses

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

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

### Guidelines for Administering Medication

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

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

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

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

### School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth

Article 6 – Support Services

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

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical 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 2020-2021 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

Article 6 – Support Services

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 7 <sup>th</sup> 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](http://dhhs.ne.gov/Pages/reg_t173.aspx) (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 01/26/2018

Birth Certificate Requirements

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

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

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

Guidelines for Head Lice

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

The Academy of Pediatrics no longer considers head lice as a health issue or a reason to exclude children from school.

## Article 6 – Support Services

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.

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

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

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

### **Section 5      Transportation Services**

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

#### **Behavior on School Buses**

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

## Article 6 – Support Services

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

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

### B. Rules on the Bus

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

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

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

## Article 7 – Drugs, Alcohol and Tobacco

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

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

**Section 2 Education and Prevention**

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

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

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

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

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

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

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

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or

## Article 7 – Drugs, Alcohol and Tobacco

aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.

5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco, e-cigarette, or vaping product.

### **Disciplinary Sanctions**

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

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

### **Intervention**

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

### **Administration**

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

## **Article 8 – Student Conduct Rules**

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

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

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

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

## Article 8 – Student Conduct Rules

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

The following process will apply to short-term suspensions:

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

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

C. Expulsion:

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of

## Article 8 – Student Conduct Rules

the following school year, or (c) the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. The suspension pending hearing may be imposed if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
4. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
5. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one (1) full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by

## Article 8 – Student Conduct Rules

the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

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

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

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

E. Other Forms of Student Discipline. Administrative and teaching personnel may take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, **detentions**, 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

## Article 8 – Student Conduct Rules

or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

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

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

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

## Article 8 – Student Conduct Rules

any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;

8. Public indecency or sexual conduct;
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Wayne Community Schools' buses.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force

## Article 8 – Student Conduct Rules

used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one (1) calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

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

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

- (1) Student Appearance: Students at Wayne Community Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning

## Article 8 – Student Conduct Rules

environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer (**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.
- ~~h. Visible body piercing (other than ears).~~

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

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

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

### (2) Electronic Devices

## Article 8 – Student Conduct Rules

a. Philosophy and Purpose. Wayne Community Schools strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

- (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
  - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
  - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
  - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

- (1)
  - (i) **High School - Students are not permitted to possess or use any electronic devices during class time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.**
  - (ii) **7<sup>th</sup>/8<sup>th</sup> - Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.**

## Article 8 – Student Conduct Rules

- (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student’s parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent’s condition).

### d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the

## Article 8 – Student Conduct Rules

school’s main office to be identified, placed in a secure area, and returned to the student and/or the student’s parent/guardian in a consistent and orderly way.

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

### e. Penalties for Prohibited Use of Electronic Devices:

Students who receive a “sexting” message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any “sexting” message on their electronic devices regardless of when the message was received while on school grounds or at a

## Article 8 – Student Conduct Rules

school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

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

### f. Reporting to Law Enforcement.

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

### g. Responsibility for Electronic Devices.

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

- (3) Harassment and Bullying Policy: One of the missions of Wayne Community Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others’ property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

## Article 8 – Student Conduct Rules

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

### (4) Initiations, Hazing, Secret Clubs and Outside Organizations

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

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

- (b) Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.
- (c) Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.
- (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

## Article 8 – Student Conduct Rules

fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

- (5) Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
- a. 1st Offense: Student will be confronted and directed to cease.
  - b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
  - c. 3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with Administrator(s) and/or counselor.
  - d. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- (6) Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.
- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
  - b. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be consumed outside.
  - c. Students are expected to bring all books and necessary materials to class. This includes study halls.
  - d. Assignments for all classes are due as assigned by the teacher.
  - e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
  - f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
  - g. Students are to be in their seats and ready for class on the tardy bell.
  - h. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
  - i. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
  - 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.

## Article 8 – Student Conduct Rules

### (7) Network, E-Mail, Internet and Other Computer Use Rules:

#### (a) General Rules:

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

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

- (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

## Article 8 – Student Conduct Rules

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.

## Article 8 – Student Conduct Rules

- (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- (v) All communications and information accessible via the network should be assumed to be private property of others.
- (vi) Do not place unlawful information on any network system.
- (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- (ix) Other rules may be established by the network administrators or teachers from time to time.

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

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

(8) Risks of Social Networking:

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

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

## Article 8 – Student Conduct Rules

discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on social network sites.

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

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

We urge all students to following these common sense guidelines.

### **Section 4 Reporting Student Law Violations:**

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

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.

## Article 8 – Student Conduct Rules

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

## **Article 9 – Extra-Curricular Activities - Rights, Conduct, Rules and Regulations**

### **Section 1 Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

### Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

### Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

### **Section 2 Extracurricular Activity Code of Conduct**

**Purpose of the Code of Conduct.** Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

### **Scope of the Code of Conduct.**

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FFA, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the year, starting June 1 and ending May 31, whether or not the student is a participant in an activity at the time of such conduct. **Violations of the code of conduct carry over from year to year in Junior High and again in High school starting June 1<sup>st</sup> of the year they will be entering.**

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

**Grounds for Extracurricular Activity Discipline.** Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes, electronic nicotine delivery systems), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. (Note: Refer to "Drug and Alcohol Violations" for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

11. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
12. Repeated violation of any of the school rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Wayne Community School buses or vehicles used for activity purposes.
17. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
18. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
19. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
20. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
21. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

### **Drug and Alcohol Violations.**

#### Meaning of Terms.

Use or consume includes any level of consumption or use. Use of a controlled substance in

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

the manner prescribed for the student by the student’s physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

### **Consequences.**

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student’s compliance with the self-reporting obligations, the student’s level of cooperation and willingness to resolve the matter, and the student’s demonstration of a commitment to not commit future violations.

Because of the significance of drug, alcohol, **tobacco, and criminal activity** violations on the student participants, other students and the school, the following consequences are established for such violations:

### **Drugs, Alcohol, Tobacco, and Criminal Violations.**

An activity participant who violates the drug, alcohol, **tobacco and criminal violation** rules (other

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

Athletic and Activity participation is defined as all extra-curricular activities that are governed under the guidelines set by the Nebraska School Activities Association.

Non-NSAA Activities are defined as school related extra-curricular activities not governed by the Nebraska School Activities Association. The administration will recommend exclusion from all activities using the following guidelines:

### 1. First Violation:.

a. Non-self reported – 30 calendar days or 3 NSAA events. The more severe of the two options will be enforced. Non-NSAA activities shall miss the next 30 calendar days of school activities.

b. Self-reported (within 48 hours of incident) – 21 calendar days or 3 NSAA events. The more severe of the two options will be enforced. Non-seasonal activities shall miss the next 21 calendar days of school activities.

### 2. Second Offense:

a. Non-self reported – 60 calendar days or 6 NSAA events. The more severe of the two options will be enforced. Non-NSAA activities shall miss the next 60 calendar days of school activities.

b. Self-reported (within 48 hours of incident) – 42 calendar days or 6 NSAA events. The more severe of the two options will be enforced. Non-NSAA activities shall miss the next 42 calendar days of school activities.

i. Successful completion of a treatment program at the expense of the student’s family the consequence is 40 calendar days.

### 3. Third Offense

a. Non-self reported – One full calendar year to date.

b. Self-reported (within 48 hours of incident) – six calendar months to date and successful completion of a treatment program at the expense of the student’s family.

### 4. Fourth Offense

a. Remainder of high school career.

### ~~1. First Violation:.~~

~~a. Non self reported – 40 calendar days.~~

~~b. Self-reported (within 48 hours of incident) – 30 calendar days.~~

### ~~2. Second Offense:~~

~~a. Non self reported – 90 calendar days~~

~~b. Self reported (within 48 hours of incident) – 70 calendar days.~~

~~i. Successful completion of a treatment program at the expense of the student’s family the consequence is 40 calendar days.~~

### ~~3. Third Offense~~

~~a. Non self reported – One full calendar year to date.~~

~~b. Self reported (within 48 hours of incident) – six calendar months to date and successful completion of a treatment program at the expense of the student’s family.~~

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

### ~~4. Fourth Offense~~

#### ~~a. Remainder of high school career.~~

Reduction for Participation in Chemical Dependency Program: The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

**When Suspensions Begin.** All suspensions begin after the determination by school officials of the sanction to be imposed. Calendar days are considered between the first fall practice date established by NSAA and the final NSAA spring championship. Summer dates will only be included if a school event is scheduled and the student is a participant. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

**Letters and Post-Season Honors.** A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

**Self-Reporting.** A student who violates the Code of Conduct must self-report. A failure to self report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process. The self report must be made within 48 hours of the incident.

All students are expected to be honest and forthright with school officials. In the event the coach or

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

**Determining a Violation Has Occurred.** A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a conviction, a plea of no contest and an adjudication of delinquency by a juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by school personnel of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

**Procedures for Extracurricular Discipline.** The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two (2) school days (two (2) business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

student’s conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.

4. Informal Hearing Before Superintendent. The student or student’s parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent’s designee to conduct the hearing and make a decision.
  - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal’s office.
  - b. The request for a hearing must be received by the Superintendent’s office within five (5) days of receipt of the notice letter.
  - c. If a hearing is requested:
    - i. The hearing will be held within ten (10) calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent’s designee.
    - ii. The Superintendent or the Superintendent’s designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
    - iii. Upon conclusion of the hearing, a written decision will be rendered within five (5) school days (ten (10) calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
    - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures.
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### **Section 3 Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the school’s attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four (4) or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

contact the coach or sponsor in advance.

3. On the day of a contest, performance or other activity, be in attendance at school the immediate one-half day school is in session prior to the contest or practice.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments, funeral or family emergencies. The exception must be approved by the Principal or Athletic Director. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

### Section 4 Academic Standards/Eligibility

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

1. Be enrolled in at least 20 credit hours in the semester of participation.
2. A student who is not performing at **70% in three or more classes** at weekly reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until they meet the criteria.
3. Academic requirements do not apply to: (A) Instructional field trips which are a part of the scheduled course learning experience; or (B) Activities or events which are a part of the student's grade requirements.

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

All persons participating in athletics, cheer or dance squad must be examined by a physician prior to practice or participation in any sport. A doctor's examination card and a parental permission slip must be filed with the coach before the opening day of practice. Students must be covered by athletic insurance or must sign an insurance waiver to free the school of liability due to injury, etc.

### Section 5 Extracurricular Activities Athletics

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

The athletic program is designed to build character, a sense of sportsmanship and fair play and athletic skills. Inter-school competition on the varsity level is held in football, girls and boys golf, girls and boys cross-country, girls and boys basketball, girls and boys track, volleyball, wrestling, baseball and softball.

### **Dance Squad/Cheerleading**

Auditions are held at the end of each school year. The group performs at Wayne High athletic events to promote school spirit. Participants will be held accountable under the same NSAA and school regulations as apply to all extra-curricular participants.

### **Dramatics**

The Drama Club is open to qualified students who desire to participate in drama productions. Traditionally, one-act plays have been performed.

### **Family, Career and Community Leaders of America (FCCLA)**

is a national career and technical student organization for young men and women in Family and Consumer Sciences education. FCCLA members make a difference in their families, careers, and communities by addressing important personal, work, and societal issues through Family and Consumer Sciences education. Chapter projects focus on a variety of youth concerns, including teen pregnancy, parenting, family relationships, substance abuse, peer pressure, environment, nutrition and fitness, teen violence, and career exploration. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life -- planning, goal setting, problem solving, decision making, and interpersonal communication -- necessary in the home and workplace. By focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through: character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation. FCCLA is open to all students in grades 7-12 who have taken at least one FCS course during their school experience. There is a separate junior high and senior high chapter. (FCCLA, 2019)

### **Future Business Leaders of America (FBLA)**

Future Business Leaders of America (FBLA) is a national association of more than 250,000 intermediate, high school and post-secondary students interested in becoming more successful in the business world. Membership in FBLA helps you learn about business and what will be expected of you in the workplace. You discover the secret of being able to talk confidently with prospective employers, and experience chances to test your business skills at state and national competitions. Through FBLA, you learn to lead and participate in group discussion, preside at meetings and conferences, work within committees, and engage in practical decision-making and problem solving. There is much satisfaction in belonging to a group that is not afraid to have fun as it prepares for the world after school. Open to students from grades 9 through 12. You do not have to be in a business class to join the organization.

### **Spanish Club**

Membership is open to any student enrolled in a Spanish class, or to any student who has previously

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

taken Spanish. The purpose of this club is to develop further interest in the Spanish languages and culture.

### **Instrumental Music**

The instrumental music department offers the student an opportunity to develop in all phases of musicianship. Opportunities are offered in instrumental technique and music appreciation through performance ensemble and solo work. A varsity band, jazz band, and cadet band are offered to students who qualify.

### **National Honor Society**

The Wayne High School chapter is a chartered member of the national organization sponsored by the National Association of Secondary School Principals. Standards for selection are established by the national office. The purpose is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of Wayne High School. By joining the Society, the member needs to understand he/she is subjecting him/herself to a higher standard of behavior. Admission is an honor given to students. It is not a right and is not something which can be earned. It is intended to be an award to recognize the combination of outstanding scholarship, character, leadership, and service. Neither student, faculty members, nor parents are permitted to take the initiative by lobbying for admission of a particular student. Those who qualify will be considered, and those elected will be “tapped” for membership. The formal process begins during the last semester of the junior year when students with a grade point average of 3.5 and above are invited to complete the Student Activity Form. An example can be found on the school website. This form serves as a record of the student’s honors, leadership experiences, and participation in school activities and community service. A committee reviews the forms and selects students for membership. Probationary candidates are introduced at the spring Honors Convocation and inducted at a formal ceremony in the fall. Once inducted, new members are expected to maintain the same (or higher) level of performance in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings and participation in the chapter service project(s). The faculty council follows the rules of due process for members whose conduct is questionable. The member may be sanctioned or removed for breaking civil laws, school policies, or training rules.

### **Speech Club**

Speech Club is open to those students who wish to improve skills of speaking, interpretation, oral reading, persuasion, and formal debate. Entries in invitationals and district speech contests are generally in the spring. NSAA rules of eligibility apply.

### **Student Council**

The Student Council provides an important communications link between the student body and the administration of the school. Membership on the Council is composed of students elected by their class or organization. Eligibility for membership includes doing satisfactory work in at least four (4) classes weekly. A president and vice-president serve as officers of the Council, and meet regularly with the sponsor and/or principal to discuss school problems, changes, improvements, or the likes and dislikes of students. Students who have questions or recommendations about the general welfare of the student body should address these concerns to their representatives on the Council, who will in turn proceed in a democratic manner to answer or resolve the issues presented.

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

### **Vocal Music**

Varsity Choir provides an opportunity for students who enjoy singing. Vocal ensembles are also formed each year. Jazz Choir is open to selected individuals and meets before school.

### **W Club**

The W Club is an organization for any student interested in athletics. The purpose of this club is to promote good sportsmanship, fair play, and leadership through competition.

### **Yearbook Staff**

Students, during a scheduled class period, under the supervision of the faculty advisor produce the high school yearbook. The purpose of the yearbook is fourfold: to be a memory book; to tell a complete history of one year of school life; to give some worthwhile training and experience to the student staff members; and to build good will for the school by providing a picture of the school's comprehensive program. The staff is organized into the areas of editorial, business, and photography, and does all of the organizing, writing, selling, typing, photographing, developing, and printing of pictures. Students interested in this activity can begin working on the staff as soon as they enroll in high school. Staff applications are taken each spring; enrollment is limited.

### **Social Activities**

All student parties, dances, or other social activities must be planned by a recognized student club or organization under the sponsorship of a certified employee of the school district. Such activities must be approved by the principal or superintendent and placed on the master calendar of school activities prior to the event (preferably at least 5 school days). Faculty sponsors must be in attendance at the event, and parent sponsorship is desirable. School facilities must be used, except when otherwise approved by the superintendent. The sponsoring club or organization assumes responsibility for proper care of school facilities and is liable for damages. Facilities used must be properly cleaned and returned to good order immediately following the event. Admittance to such affairs is limited to the membership of the sponsoring group, except that a sponsoring group may invite the membership of one or more other school clubs or organizations. Exception is made for the invitation of non-students to an all-school dance. A Wayne High student may invite a non-student date to an all-school dance provided they are in 9th grade or above, and under 21 years of age, and the date's name is registered in the sponsor's office by the end of the school day prior to the dance. The above social activities must be scheduled to terminate no later the 10:00 p.m. on school-week evenings or no later than 11:00 p.m. on Friday and 12:00 a.m. on Saturday evenings. Exceptions include the Homecoming Dance and Junior/Senior Prom. No social activities may be scheduled on Sundays or holidays.

### **Power Drive**

Power Drive provides students the opportunity to design and create a one-person electric vehicle. These vehicles will compete against other high schools' vehicles in endurance, braking, maneuverability, design, and documentation. Power Drive is open to all high school students. The National FFA Organization

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

### **The National FFA Organization**

is an intracurricular student organization for those interested in agriculture and leadership. It is one of the three components of agriculture education - FFA, classroom/lab instruction, and Supervised Agriculture Experience (SAE). The letters FFA stand for Future Farmers of America, but in 1988 it was changed to The National FFA Organization in order to reflect the diversity and new opportunities available in agriculture. FFA is not only for those in production agriculture, but welcomes members who aspire to become doctors, teachers, scientists, business owners, and more. FFA members compete, gain skills, learn more about opportunities in agriculture, communicate their ideas, and expand their professional network. FFA is open to students 9-12 and members must be enrolled in at least one semester of ag class in order to be an FFA member.

### **Section 6 “Team Selection” and “Playing Time”**

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student’s: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

### **Section 7 School Dances**

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

**General Rules of Student Conduct at Dances.** In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Wayne Community Schools and their guests may attend.
  - a. Students currently attending Wayne High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Wayne High School or their own school are generally considered appropriate dates or invited guests.

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

- b. Persons who are younger than 16 or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
  - c. Some school dances may be restricted to students attending specified grades levels at Wayne Community Schools. For any dances at the middle school level, only students attending Wayne Community Schools in the grade(s) for which the dance is being held may attend.
  - d. Students who have been suspended from school or from extracurricular activities may not attend.
  - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
  - f. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
  - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

**Eligibility for Selection as Royalty.** Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

standards:

1. Achievement, Citizenship and Conduct Qualifications:
  - a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
  - b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
  - c. The student must have a cumulative grade average of a B or its equivalent.
  - d. The student must not have had excessive violations of school policies and procedures during their high school career.
  - e. The student may not, within 24 months of the dance, have engaged in criminal violations involving: (i) alcohol, drugs or tobacco; (ii) driving law violation in which the penalty is a loss of four (4) points or more under the point system; (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or (iv) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
  
2. Royalty Candidate Eligibility and Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty is to be selected (“Royalty Candidate Eligibility and Selection Committee”). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors.
  
3. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student’s eligibility for the honor of being nominated for or awarded dance royalty.
  
4. Specific Dance Eligibility and Selection Requirements:
  - a. Homecoming Queen & King:
    - Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
    - To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

- The queen and king will be chosen from the qualified nominees by secret vote of the 9-12 student body during Homecoming week. Crowning will be held at the fall sports event deemed to have the largest attendance.
- b. Prom King and Queen:
  - Only a Senior girl shall be eligible to be Queen and a Senior boy shall be eligible to be King. The candidates may not have been previously selected as royalty at another school sponsored dance.
  - To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.
  - The queen and king will be chosen from the qualified nominees by secret vote of the junior and senior class.

### **Section 8 Relationships Between Parents and Coaches/Sponsors**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

#### Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

##### Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two (2) different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

### Communicating with the Coach

- Communication you should expect from your child’s coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child’s participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach’s philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally and physically
  - Ways to help your child improve
  - Concerns about your child’s behavior
  - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child’s participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Call to set up an appointment with the coach
  - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

- Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
- At this meeting, an appropriate next step can be determined, if necessary.

### **Section 9 Good Sportsmanship—Behavior Expectations of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

#### Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noisemakers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

### **Section 10 Student Fees Policy**

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

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

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix “1,” which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

### (2) Personal or consumable items & miscellaneous

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

#### (b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

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

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

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

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

(3) Extracurricular Activities–Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

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

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

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

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one (1) copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or prekindergarten services. Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.

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

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also

Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a “school store,” a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

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

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one (1) student resides, at no cost.

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

**Article 10 – State and Federal Programs**

**Section 1 Notice of Nondiscrimination**

The Wayne Community Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

**Section 2 Designation of Coordinators**

Any person having concerns or needing information about the District’s compliance with anti-discrimination laws or policies should contact the District’s designated Coordinator for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or	Tucker Hight, High School Principal

	national origin; harassment	
Title IX	Discrimination or harassment based on sex; gender equity	Tucker Hight, High School Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Misty Bear, Special Education Director
Homeless student laws	Children who are homeless	Misty Bear, Special Education Director
Safe and Drug Free Schools and Communities	Safe and drug free schools	Russ Plager, Elementary Principal

The Coordinator may be contacted at: 611 West 7th Street, Wayne, Nebraska 68787, telephone number (402) 375-3150.

### **Section 3 Anti-discrimination & Harassment Policy**

Elimination of Discrimination. The Wayne Community Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

#### Preventing Harassment and Discrimination of Students.

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

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

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

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

#### Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Wayne Community Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will promptly and thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

#### **Section 4      Multicultural Policy**

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

#### **Section 5      Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

#### **Section 6      Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years

of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name,
2. Student's current grade;
3. Student's extra-curricular participation;
4. Student's achievement awards or honors;
5. Student's weight and height if a member of an athletic team;

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

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students, meeting the conditions in this section. The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

### Notice Concerning Designation of Law Enforcement Unit:

The District designates the Wayne Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

## **Section 7      Military Recruiters**

The District will provide military recruiters with access to routine directory information of each high school student, unless the student's parent or guardian requests in writing that their student's information not be shared with a military recruiter. Parents and guardians who do not want their student's information to be shared with a military recruiter must notify the high school principal in writing. If a parent or guardian does not notify the high school principal in writing, the District will provide a military recruiter with the student's routine directory information.

## **Section 8      Notice to Parents of Students in Programs Receiving Title I Funding**

Staff Qualifications. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- (A) Whether the student's teacher—
  - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - (iii) is teaching in the field of discipline of the certification of the teacher.
- (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Testing Opt-Out. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:

- (A) the subject matter assessed;
- (B) the purpose for which the assessment is designed and used;
- (C) the source of the requirement for the assessment;
- (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
- (E) the time and format for disseminating results.

Language Instruction Programs. If the District receives Title I funds, parents of English learners will be informed regarding how the parents can—

- (A) be involved in the education of their children; and
- (B) be active participants in assisting their children to—
  - (i) attain English proficiency;
  - (ii) achieve at high levels within a well-rounded education; and

(iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

Please contact the administrative office to receive the foregoing information.

### **Section 9 Student Privacy Protection Policy**

It is the policy of Wayne Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis

screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers,

- physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
  8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## **Section 10 Parental Involvement**

### **A. General - Parental/Community Involvement in Schools:**

Wayne Community Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision,

if needed, of the content and effectiveness of the parental involvement policy.

### **Section 11 Homeless Students Policy**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with the Nebraska Commissioner of Education and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Wayne Community Schools based on it being the school of origin, the new school and Wayne Community Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

## **Section 12 Pregnant and Parenting Students**

Wayne Community Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

### Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery

therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

#### Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

#### Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

#### Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step-three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

#### Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

#### Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

#### Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

#### Policy Dissemination

This policy will be available at the beginning of each school year on the district's website and will be incorporated into the student handbook.

### **Section 13 Business Operations**

#### **Meal Charge Policy**

As a courtesy, Wayne Community Schools will continue serve meals until the family lunch balance reaches **negative** \$25.00. At that time, students will not be allowed to eat school meals. Once a positive account balance is established, students will be allowed to resume eating school meals.

Families will be sent a statement when their balance reaches **negative** \$10 or more. A call from the school office will be made when an account reaches **negative** \$25.00.

#### **Student Eligibility**

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

#### **Meal Account Balances**

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without an additional transaction fee for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

### **Student Confidentiality**

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

# Wayne Community Schools | 2020-2021 CALENDAR

## JULY 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**18-26:** WCS Moratorium  
**No activities/camps/weights**

## JANUARY 2021

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**1-3:** Christmas Break  
**4:** K-12 School Resumes  
**11:** Preschool Resumes  
**29:** PK-6 P/T Conferences  
**NO SCHOOL PK-6 ONLY**

## AUGUST 2020

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**11:** Teacher Inservice  
**11:** K-12 Open House 5:00-7:00  
**13:** First Day of School – Noon Dismissal  
**14:** First Full Day of School  
**18:** ELC Open House 5:00-7:00  
**24:** First Day of Preschool

## FEBRUARY 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**3:** 10:00 Late Start/Teacher Inservice  
**NO PRESCHOOL**  
**19:** NO SCHOOL

## SEPTEMBER 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**2:** 10:00 Late Start/Teacher Inservice  
**NO PRESCHOOL**  
**7:** NO SCHOOL [Labor Day](#) PK-12  
**28:** P/T Conferences K-12 2:00 Dismissal  
**30:** P/T Conferences K-12 2:00 Dismissal

## MARCH 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**3:** 10:00 Late Start/Teacher Inservice  
**NO PRESCHOOL**  
**5:** Kindergarten Round-Up  
**NO KINDERGARTEN or PRESCHOOL ONLY**  
**11:** End of Q3  
**12:** NO SCHOOL Winter Break

## OCTOBER 2020

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**1:** NO PRESCHOOL P/T Conferences  
**2:** NO SCHOOL PK-12 P/T Conferences  
**7:** 10:00 Late Start/Teacher Inservice  
**NO PRESCHOOL**  
**14:** End of Q1  
**15-16:** NO SCHOOL – Teacher Inservice/Fall Break

## APRIL 2021

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**2:** NO SCHOOL – Easter Break  
**5:** NO SCHOOL – Easter Break  
**7:** 10:00 Late Start/Teacher Inservice  
**NO PRESCHOOL**

## NOVEMBER 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**4:** 10:00 Late Start/Teacher Inservice  
**NO PRESCHOOL**  
**25:** NO SCHOOL  
**26-27:** Thanksgiving Break

## MAY 2021

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**5:** 10:00 Late Start/Teacher Inservice  
**NO PRESCHOOL**  
**12:** ELC Graduation  
**14:** Last Day of Preschool  
**15:** Graduation

## DECEMBER 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**2:** 10:00 Late Start/Teacher Inservice  
**NO PRESCHOOL**  
**18:** 2:00 Dismissal – End Q2/S1  
**21-1/1:** Christmas Break  
**23-27:** 5-day NSAA Moratorium

**178 - Student Days**  
**185 - Teacher Days**

Days off for weather and state tournaments may be made up if necessary.

**Quarter 1 - 43 days**  
**Quarter 2 - 42 days**  
**Quarter 3 - 48 days**  
**Quarter 4 - 45 days**

The final day of school and last teacher workday will be determined at the April 2021 School Board Meeting.

## **Regular Schedule**

8:00 First Bell  
1st Period 8:04 - 8:54  
2nd Period 8:57 - 9:47  
3rd Period 9:50 - 10:40  
4th Period 10:43 - 11:33

Jr. High - 4th Period 10:43 -  
11:17  
5A Period 11:20 - 11:52  
Lunch 11:52 - 12:22  
5B Period 12:25 - 12:56

Sr. High 5th Period 11:36 - 12:56  
1st Lunch 11:33 - 12:03  
*5th Class 12:06 - 12:56*

2nd Lunch 12:26 - 12:56  
*5th Class 11:36 - 12:26*

6th Period 12:59 - 1:49  
7th Period 1:52 - 2:42  
8th Period 2:45 - 3:35

## **Advisory Schedule**

8:00 First Bell  
1st Period 8:04 - 8:51  
2nd Period 8:54 - 9:41

Advisory Period 9:44 - 10:05

3rd Period 10:08 - 10:55  
4th Period 10:58 - 11:45

Jr. High - 4th Period 10:58 -  
11:32  
5A Period 11:35 - 12:05  
*Jr High Lunch 12:05 - 12:35*  
5B Period 12:38 - 1:08

Sr. High 5th Period 11:48 - 12:35  
1st Lunch 11:48 - 12:18  
*5th Class 12:21 - 1:08*

2nd Lunch 12:38 - 1:08  
*5th Class 11:48 - 12:35*

6th Period 1:10 - 1:56  
7th Period 1:59 - 2:45  
8th Period 2:48 - 3:35

## Pep Rally Schedule

8:00 First Bell  
1st Period 8:04 - 8:50  
2nd Period 8:53 - 9:39  
3rd Period 9:42 - 10:28  
4th Period 10:31 - 11:17  
  
Jr. High - 4th Period 10:31 -  
11:05  
5A Period 11:08 - 11:38  
Lunch 11:38 - 12:08  
5B Period 12:08 - 12:38  
  
Sr. High 5th Period 11:20 - 12:40  
1st Lunch 11:17 - 11:47  
*5th Class 11:50 - 12:40*  
  
2nd Lunch 12:10 - 12:40  
*5th Class 11:20 - 12:10*  
  
6th Period 12:43 - 1:29  
7th Period 1:32 - 2:18  
8th Period 2:21 - 3:07  
Pep Rally 3:10 - 3:35

## Vacation / 2:00 Dismissal

8:00 First Bell  
  
1 8:05 - 8:42  
2 8:45 - 9:22  
3 9:25 - 10:02  
4 10:05 - 10:42  
(5A - Band 7/Choir 8)  
5 10:45 - 11:22  
(5B - Choir 7/Band 8)  
6 11:25 - 12:41  
  
7 & 8 11:25-11:45  
– Study Hall 7 & 8 (4<sup>th</sup>)  
11:45-12:15  
– Lunch 7 & 8  
12:18-12:41  
– 6<sup>th</sup> Period Class  
  
9-12 1<sup>st</sup> Lunch – 11:22-11:52  
2<sup>nd</sup> Lunch – 12:11-12:41  
  
7 12:44 - 1:21  
8 1:24 - 2:00

## Schedule for 10:00 Start

10:00 (First Bell)

1 10:04 – 10:37  
2 10:40 – 11:13  
3 11:16 – 11:49  
4 11:52 – 1:09

7 & 8 11:52-12:10  
– (5B – Choir 7/Band 8)  
12:10-12:40  
– Lunch  
12:43-1:09  
– (5A - Band 7/Choir 8)

9-12 1<sup>st</sup> lunch - 11:49-12:20  
2<sup>nd</sup> lunch - 12:38-1:09

5 1:12 – 1:46  
(Jr High St. Hall (4<sup>th</sup> period))  
6 1:49 – 2:23  
7 2:26 – 2:59  
8 3:02 – 3:35

## 1:00 pm DISMISSAL

8:00 (First Bell)

1 8:05 - 8:33 - 27 min  
2 8:36 - 9:04 - 28 min  
3 9:07 - 9:35 - 28 min  
4 9:38 - 10:05  
(5A - Band 7/Choir 8)  
5 10:08 - 10:36  
(5B - Choir 7/Band 8)  
6 10:39 – 11:07– 28min  
7 11:10 - 12:27

7 & 8 11:10-11:28  
– Study Hall 7 & 8 (4<sup>th</sup>)  
11:28-11:58  
– Lunch 7 & 8  
12:01-12:27  
– 7<sup>th</sup> Period Class

9-12 1<sup>st</sup> Lunch – 11:07-11:37  
2<sup>nd</sup> Lunch – 11:57-12:27

8 12:30 - 1:00

## **FOREIGN STUDY Wayne High School Guidelines and Requirements**

Wayne High School students who are considering study in a foreign country are required to meet the following:

A. Be enrolled in a certified foreign study program as recommended by the Council on Standards for International Education and Travel (C.S.I.E.T.)

B. Before beginning the enrollment process, the student should contact the building principal. Should the student plan on returning to Wayne High following their foreign study, the Nebraska School Activities Association must be contacted and forms filed by the activities director to determine eligibility status for further interscholastic competition. Student age along with intent and purpose of the foreign study are factors in determining eligibility.

C. Students will be required to enroll in all grade levels required courses while studying in a foreign country. Wayne High may accept required course credit from the foreign school provided the curriculum content is comparable. This must be documented by official transcript, course description, instructor narrative and any other specific means of determining course content.

D. Grades accumulated during the foreign study period will be calculated into the student's grade point average when and if they return to Wayne High School. This is provided the foreign grading system can be interpreted and properly converted to allow for inclusion into the calculation of grade point average. Pass/Fail grades will not be included in the calculations.

E. For purposes of completing graduation requirements, calculating G.P.A. and class rank, Wayne High School will accept the course work completed, while an exchange student in the same manner it would for any student that transfers to Wayne High School from another accredited school. Students who return from foreign study in the year of their graduation and who meet all requirements will be allowed to graduate with their class.

F. College course work is not acceptable as high school credit to meet graduation requirements. Wayne High School will accept credit earned through correspondence or extension study, provided the course has been approved by the principal in advance, and the credit earned is through an accredited institution.

## **Criteria for Early Entrance Into High School Academic Program(s)**

A. Annual maintenance of a 96th percentile rank or higher on a standardized achievement test. The comprehensive score or individual subtest scores for reading, science, language, social studies or math may be used. If a subtest score is used to determine eligibility, the subtest must relate to the special program to which the student is being assigned.

B. Recommendation of principal, teacher, receiving teacher, counselor, and parent.

C. Demonstrated excellence in previous class work through grades and/or grade point average.

D. Staff members who work in the program shall be chosen on the basis of their interest, ability, and special training in the area.

E. Students should be nominated for early entrance only if they display a sincere desire to participate.

F. Students may be removed from the early entrance program upon: (1) student/ parent request; (2) consistent inability to maintain standards of achievement of successful completion of class work; (3) inability to maintain annual 96th percentile ranking on a standardized achievement test; (4) recommendation of all parties concerned.

G. An attempt should be made to schedule the student in both 8th grade and 9 th grade classes concurrently since two completely different programs are offered (earth science and IPS).

H. Credit for completion of all high school course work will be noted on a student transcript and be computed to assist the student toward graduation. This credit will also be computed and become part of the student's high school grade point average.

# **ADMINISTRATIVE REGULATION**

## **Admittance – Home School Educated Students**

This regulation provides procedures for the admittance to Wayne Community Schools of students who have previously been in attendance at an exempt school or home school pursuant to Section 79-1701, Nebraska School Law.

These procedures apply only to students from exempt schools or home schools and are not applicable to students who have been in attendance at approved or accredited schools.

Thirty (30) Days

A. Prior to the projected date for admission of a student from an exempt or home school to Wayne Public Schools, the parent or guardian will submit:

1. A statement to school officials, of the receiving school (superintendent/principal), containing the name(s) and age(s) of all children requesting admittance and the name(s) of parents or guardian(s) containing assurances of access to enrollment, attendance, health and psychological records.
2. A copy of materials which were submitted to the Nebraska Commissioner of Education under Section 004, Rule 13, Nebraska Department of Education prior to the opening or beginning of operation of the exempt or home school. Items included are: (1) a calendar for the school year; (2) a list of names of all instructional monitors; (3) a chart or written summary showing scope and sequence of the program of instruction; (4) a list of all classes or courses and the names of monitors for these classes; (5) chart of grade levels included in the exempt/home school.
3. In order to verify information submitted in Section 004, Rule 13, Nebraska Department of Education, the receiving school (Wayne Public Schools), may deem it necessary to conduct achievement testing. School officials will contact the parent/guardian and a test(s), a time, and a procedure shall be mutually designated and established. Should the testing be requested from a source outside the receiving school, cost for such testing shall be borne by the parents/guardians of the exempt/home school student(s).
4. Teachers of basic skill courses in language arts, mathematics, science, social studies and health for which exempt/home school students will enroll shall assist in the review of materials submitted by parents/guardians under Section 004, Rule 13, Nebraska Department of Education. Credit for work experience may be awarded but will also be subject to review.
5. Credit may be awarded for completions of extension courses at accredited institutions such as UN-L. Supervision of this coursework shall have been by an accredited staff member of the extension division awarding credits. Transcripts and/or test scores must be submitted by the

extension division of the accrediting institution, following completion of all coursework. All information then should be made available to the receiving school. Not more than 10 credit hours or 1 Carnegie unit per subject area will be accepted or transferred. This shall be inclusive of extension and home/exempt school studies.

6. School officials of the receiving school may request an interview be conducted with parents and/or student(s) from the home/exempt school seeking admittance. The interview would serve as a supplemental tool in final placement of the student(s).
7. All above procedures must be completed prior to enrollment or exempt/home school student(s).

### **Eligibility for Athletic Participation**

B. The following shall apply in determining the eligibility for a student who has previously attended a home school, and becomes a student at a Nebraska School Activities Association (NSAA) high school.

1. The home school, which the student previously attended, must have received acknowledgment from the Nebraska State Department of Education that the school conformed to the required statutes.
2. The student must be accepted by the member and placed in a grade level that will classify the individual as a student.
3. If the student enters a member school as a 10th, 11th, or 12th grade student, he/she shall have received, or be granted, twenty semester hours of credit for the immediate preceding semester. The twenty semester hours of credit must be accepted and entered on the records of the students as partial fulfillment of the school's graduation requirements.
4. Students who were enrolled in grades 9, 10, 11 or 12 at a home school and who transfer to a member high school, shall be credited with the number of semesters of high school membership in which they were a member of the home school. These students shall not exceed eight semesters of school membership beginning with the initial enrollment in grade 9 or the equivalent of grade 9.
5. Students transferring from a home school to a member high school must meet the requirements of Article 1-R, Section 5, NSAA Bylaws, participation requirements. (See NSAA Yearbook)

## Sharing Information with Other Programs – Optional

Dear Parent/Guardian:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

For more information, you may call the school office at 402-375-3150.  
Please return this form to: Wayne Community Schools, 611 West Seventh Street, Wayne, NE 68787 by  
September 1

KKKKK

## Compartir información con otros programas – Opcional

Estimado Padre / Tutor:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

LLLLL

## **Attending School Events/ Medical Treatment/Publicity**

Your son or daughter may attend school sponsored activities at various locations during his/her attendance at Wayne Jr./Sr. High School. Your child is still under school supervision but neither the school district nor those in charge shall be held responsible in case of an accident.

In the event an accident or injury does occur, the attending physician will proceed with any medical or minor surgical treatment, x-ray examinations and immunizations for your child.

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

Parents are obligated to pay for professional medical and/or related services; the school shall not be liable for payment of such services.

Administration, staff, coaches, trainers, and physicians will use their own judgment in securing medical aid and ambulance service in case the parents cannot be reached.

Your student may have their pictures taken and those picture may be included in newspapers, magazines and photographic slides, can be of great benefit in enlisting support to extend special services to students. Any pictures taken of this student will be under the supervision of the teacher or administrator of the school and the use of such pictures determined and designated by them.

If you are in disagreement with any of the above items, please contact the office for a for a form to fill out to opt out of the above items.

# Internet Safety and Acceptable Use Policy

## Internet Safety and Acceptable Use Policy

### A. Internet Safety Policy

It is the policy of Wayne Community Schools to comply with the Children’s Internet Protection Act (CIPA) and Children’s Online Privacy Protection Act (COPPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or

otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.

7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

## B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access. The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, 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.

d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).

2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.

3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.

4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.

5. Users shall not copy, change, or transfer any software without permission from the network administrators.

6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

7. Users shall not engage in any form of vandalism of the technology resources.

8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.

2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.

3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.

4. to engage in or promote violations of student conduct rules.

5. to engage in illegal activity, such as gambling.

6. in a manner contrary to copyright laws.

7. in a manner contrary to software licenses.

Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a

particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

## Sr./Jr. High Handbook Changes - 2020-2021

1. All changes are in red in the handbook.
2. Changed all dates and new hires for the upcoming year.
3. Removed the permit to attend school events/medical consent/publicity form
  - a. Added it as an Appendix
4. Added checkbox to emergency contact form “Check here if this information is the same as last year – no need to fill out form if information is the same”
5. Removed Acceptable use of Computers and Networks - Parents/Guardian and Student Agreement form
  - a. Added the accepted use policy as an appendix
6. Added - “Families can also deposit money in their meal account utilizing the online Wordware program” - to the school meals section
7. Added - “7<sup>th</sup>/8<sup>th</sup> Grade – Students in junior high will report to the commons to eat breakfast or to the lecture hall in the mornings and before lunch” - when arriving to school section
8. Added consequences for tardies and consequences for skipping a seminar:
  - a. Consequence for Tardy.
  - b. 1<sup>st</sup> tardy – Warning
  - c. 2<sup>nd</sup> tardy – Seminar – fill out seminar sheet/parent email or phone call from teacher
  - d. 3<sup>rd</sup> tardy – Seminar – fill out seminar sheet parent phone call from teacher
  - e. 4<sup>th</sup> tardy – Office Referral
  - f. Consequence for Skipping Seminar.
  - g. a. Skipped seminar - warning and reschedule seminar (Fill out seminar sheet)
  - h. b. Skipped rescheduled seminar – Office referral
9. Added: “7<sup>th</sup> and 8<sup>th</sup> Grades – All students must pass all core classes during the school year to advance to the next grade level. If they do not pass a core class by the end of the school year, they will be required to take that class over the summer using an online course option.”
10. Updated the guidelines for head lice to match the current guidelines
11. Separated cell phone usage guidelines for kids where 9-12 can use cell phones between classes and 7<sup>th</sup>/8<sup>th</sup> still can't.
12. Added a 4<sup>th</sup> violation for cell phone usage - 1<sup>st</sup> violation the teacher handles themselves (Most all teachers handle it this way anyways, so we wanted to make it consistent throughout the building)
13. Extracurricular Code of Conduct
  - a. Added “Violations of the code of conduct carry over from year to year in Junior High and again in High school starting June 1<sup>st</sup> of the year they will be entering.”
  - b. Added “Tobacco and Criminal Violations” to the Drugs and Alcohol section
  - c. Changed the consequences for the Drugs, Alcohol, Tobacco, and Criminal Violations to:

Athletic and Activity participation is defined as all extra-curricular activities that are governed under the guidelines set by the Nebraska School Activities Association.

Non-NSAA Activities are defined as school related extracurricular activities not governed by the Nebraska School Activities Association. The administration will recommend exclusion from all activities using the following guidelines:

1. First Violation:
    - a. Non-self reported – 30 calendar days or 3 NSAA events. The more severe of The two options will be enforced. Non-NSAA activities shall miss the next 30 Calendar days of school activities.
    - b. Self-reported (within 48 hours of incident) – 21 calendar days or 3 NSAA Events. The more severe of the two options will be enforced. Non-seasonal activities shall miss the next 21 calendar days of school activities.
  2. Second Offense:
    - a. Non-self reported – 60 calendar days or 6 NSAA events. The more severe of The two options will be enforced. Non-NSAA activities shall miss the next 60 Calendar days of school activities.
    - b. Self-reported (within 48 hours of incident) – 42 calendar days or 6 NSAA Events. The more severe of the two options will be enforced. Non-NSAA activities shall miss the next 42 calendar days of school activities.
      - i. Successful completion of a treatment program at the expense of the student's family the consequence is 40 calendar days.
  3. Third Offense
    - a. Non-self reported – One full calendar year to date.
    - b. Self-reported (within 48 hours of incident) – six calendar months to date and successful completion of a treatment program at the expense of the student's family.
  4. Fourth Offense
    - a. Remainder of high school career
14. Removed "Students may be required to pay for parking on school grounds or at school-sponsored activities"
15. Will make sure the table of contents and page numbers match after the 1st reading

# STUDENT - PARENT HANDBOOK OF WAYNE ELEMENTARY

**2020-2021**

## TABLE OF CONTENTS

### Foreword

		Page
<b>Section 1</b>	<b>Intent of Handbook</b>	<b>5</b>
<b>Section 2</b>	<b>Members of the Board of Education</b>	<b>5</b>
<b>Section 3</b>	<b>Administrative Staff</b>	<b>5-6</b>
<b>Section 4</b>	<b>Teaching Staff</b>	<b>6-7</b>
<b>Section 5</b>	<b>Support Staff</b>	<b>8</b>
<b>Section 6</b>	<b>School Calendar</b>	<b>8</b>

### Article 1 - Mission and Goals

		Page
<b>Section 1</b>	<b>School Mission Statement/Vision Statement/District Expectations/Character Traits</b>	<b>9-10</b>
<b>Section 2</b>	<b>Goals and Objectives</b>	<b>10-11</b>
<b>Section 3</b>	<b>Mutual Respect</b>	<b>12</b>
<b>Section 4</b>	<b>Complaint Procedures</b>	<b>12</b>
<b>Section 5</b>	<b>Student Rights and Responsibilities</b>	<b>12-13</b>
<b>Section 6</b>	<b>Standards for Students Behavior</b>	<b>13-14</b>

### Article 2 - School Day

		Page
<b>Section 1</b>	<b>Daily Schedule - Elementary</b>	<b>15</b>
<b>Section 2</b>	<b>Shortened Schedule</b>	<b>15</b>
<b>Section 3</b>	<b>Severe Weather and School Cancellations</b>	<b>15-16</b>
<b>Section 4</b>	<b>Supervision Responsibility Before/After School</b>	<b>16-17</b>
<b>Section 5</b>	<b>Messages/Deliveries</b>	<b>17</b>
<b>Section 6</b>	<b>Recess</b>	<b>18</b>
<b>Section 7</b>	<b>Wayne Elementary Recess and School Clothing Guidelines</b>	<b>18</b>
<b>Section 8</b>	<b>School Meals</b>	<b>19</b>
<b>Section 9</b>	<b>Birthdays</b>	<b>19</b>
<b>Section 10</b>	<b>Bucket Fillers</b>	<b>19</b>
<b>Section 11</b>	<b>Assemblies</b>	<b>20</b>

## Foreword

<b>Section 12</b>	<b>Instrumental Music</b>	<b>20</b>
<b>Section 13</b>	<b>Nuisance Items</b>	<b>20</b>
<b>Section 14</b>	<b>Change of Information</b>	<b>20</b>
<b>Section 15</b>	<b>Emergency Evacuation / Lockout and Lockdown</b>	<b>20</b>
<b>Section 16</b>	<b>Emergency Response Plan Managing Student Release to Parents/Guardians</b>	<b>20-22</b>

### Article 3 - Use of Building and Grounds

		<b>Page</b>
<b>Section 1</b>	<b>Visitors</b>	<b>22</b>
<b>Section 2</b>	<b>Smoke-Free Environment</b>	<b>22</b>
<b>Section 3</b>	<b>Care of School Property</b>	<b>22</b>
<b>Section 4</b>	<b>Lockers</b>	<b>23</b>
<b>Section 5</b>	<b>Searches of Lockers and Other Types of Searches</b>	<b>23</b>
<b>Section 6</b>	<b>Video Surveillance</b>	<b>24</b>
<b>Section 7</b>	<b>Use of Telephone</b>	<b>24</b>
<b>Section 8</b>	<b>Bicycles</b>	<b>24</b>
<b>Section 9</b>	<b>Student Valuables</b>	<b>24</b>
<b>Section 10</b>	<b>Lost and Found</b>	<b>24</b>
<b>Section 11</b>	<b>Accidents</b>	<b>24</b>
<b>Section 12</b>	<b>Laboratory Safety Glasses</b>	<b>24</b>
<b>Section 13</b>	<b>Insurance</b>	<b>25</b>
<b>Section 14</b>	<b>Bulletins and Announcements</b>	<b>25</b>
<b>Section 15</b>	<b>Copyright and Fair Use Policy</b>	<b>25</b>
<b>Section 16</b>	<b>Grounds/Parking/Pick Up/Drop Off</b>	<b>26-27</b>

### Article 4 – Attendance

		<b>Page</b>
<b>Section 1</b>	<b>Attendance Policy</b>	<b>27</b>
<b>Section 2</b>	<b>Attendance and Absences</b>	<b>27-28</b>
<b>Section 3</b>	<b>Absence Procedures</b>	<b>28</b>
<b>Section 4</b>	<b>Make-up Work</b>	<b>28-29</b>
<b>Section 5</b>	<b>Attendance is Required to Participate in Activities</b>	<b>29</b>
<b>Section 6</b>	<b>Truancy</b>	<b>29-30</b>

### Article 5 - Scholastic Achievement

		<b>Page</b>
<b>Section 1</b>	<b>Promotion and Retention</b>	<b>30-31</b>
<b>Section 2</b>	<b>Interim Reports</b>	<b>31</b>
<b>Section 3</b>	<b>Report Cards</b>	<b>31</b>
<b>Section 4</b>	<b>Parent - Teacher Conferences</b>	<b>31</b>
<b>Section 5</b>	<b>Academic Integrity</b>	<b>31-34</b>

Foreword

**Article 6 - Support Services**

		<b>Page</b>
<b>Section 1</b>	<b>Special Education Services</b>	<b>34-35</b>
<b>Section 2</b>	<b>Students with Disabilities: Section 504</b>	<b>35</b>
<b>Section 3</b>	<b>School Counseling Services</b>	<b>35</b>
<b>Section 4</b>	<b>Health Services</b>	<b>35-38</b>
<b>Section 5</b>	<b>Transportation Services</b>	<b>38-39</b>

**Article 7 - Drugs, Alcohol and Tobacco**

		<b>Page</b>
<b>Section 1</b>	<b>Drug-Free Schools</b>	<b>39-40</b>
<b>Section 2</b>	<b>Education and Prevention</b>	<b>40</b>
<b>Section 3</b>	<b>Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco</b>	<b>40-41</b>

**Article 8 - Student Rights, Conduct, Rules and Regulations**

		<b>Page</b>
<b>Section 1</b>	<b>Purpose of Student Conduct Rules</b>	<b>41</b>
<b>Section 2</b>	<b>Forms of School Discipline</b> <ul style="list-style-type: none"> <li>● Short-Term Suspensions</li> <li>● Long-Term Suspensions</li> <li>● Expulsions</li> <li>● Other Forms of Student Discipline</li> </ul>	<b>41-44</b>
<b>Section 3</b>	<b>Student Conduct Expectations</b> <ul style="list-style-type: none"> <li>● Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment</li> <li>● Additional Student Conduct Expectations and Grounds for Discipline</li> <li>● Student Appearance Policy</li> <li>● Electronic Devices</li> <li>● Harassment and Bullying Policy</li> <li>● Inappropriate Public Displays of Affection</li> <li>● Specific Rule Items</li> <li>● Network, E-Mail, Internet and Other Computer Use Rules</li> <li>● Risks of MySpace, Facebook and other Social Networking</li> </ul>	<b>44-57</b>
<b>Section 4</b>	<b>Reporting Student Law Violations</b>	<b>57-58</b>

**Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations**

		<b>Page</b>
<b>Section 1</b>	<b>Student Fees Policy</b>	<b>58-60</b>

Foreword

**Article 10 - State and Federal Programs**

		<b>Page</b>
<b>Section 1</b>	<b>Notice of Nondiscrimination</b>	<b>61</b>
<b>Section 2</b>	<b>Designation of Coordinator(s)</b>	<b>61</b>
<b>Section 3</b>	<b>Anti-discrimination &amp; Harassment Policy</b>	<b>61-63</b>
<b>Section 4</b>	<b>Multicultural Policy</b>	<b>63</b>
<b>Section 5</b>	<b>Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973</b>	<b>63-64</b>
<b>Section 6</b>	<b>Notification of Rights Under FERPA</b>	<b>64-66</b>
<b>Section 7</b>	<b>Notice for Parents of Students in Programs Receiving Title I Funding</b>	<b>66-67</b>
<b>Section 8</b>	<b>Dating Violence Prevention</b>	<b>67-68</b>
<b>Section 9</b>	<b>HIPPA (Health Insurance Portability and Accountability Act, 1996)</b>	<b>68</b>
<b>Section 10</b>	<b>Public Notification for Eliminating Discrimination and Denial of Services in Vocational Education Programs</b>	<b>68</b>
<b>Section 11</b>	<b>Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)</b>	<b>68-69</b>
<b>Section 12</b>	<b>Administrative Regulation Admittance-Home School Educated Students</b>	<b>69-70</b>
<b>Section 13</b>	<b>Business Operations</b>	<b>70-71</b>
<b>Section 14</b>	<b>Student Privacy Protection Policy</b>	<b>71-74</b>
<b>Section 15</b>	<b>Parental Involvement</b>	<b>74-78</b>
<b>Section 16</b>	<b>Homeless Student Policy</b>	<b>78-80</b>

	<b>Parent - Student Compact Form</b>	<b>81</b>
	<b>Student Fee Waiver Form</b>	<b>82</b>
	<b>Student Rights / Responsibilities</b>	<b>83</b>
	<b>Availability of Handbooks – Internet Option Form</b>	<b>84</b>
	<b>Handbook Receipt</b>	<b>85</b>

Appendix

<b>Appendix A</b>	<b>School Calendar</b>	<b>A-1</b>
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Foreword

**Wayne Community Schools Student-Parent Handbook  
2020-2021 School Year**

**Foreword**

**Section 1 Intent of Handbook**

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

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

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

Name
Wendy Consoli, President
Jaime Manz, Vice President
Deb Daum, Secretary/Treasurer
Sylvia Ruhl
Justin Davis
Jodi Pulfer
Lynn Junck

**Section 3 Administrative Staff**

Name	Position	School	Contact Information
Mark Lenihan	Superintendent	All District	<a href="mailto:malenih1@waynebluedevils.org">malenih1@waynebluedevils.org</a> 402-375-3150
Russ Plager	Principal	Elementary School	<a href="mailto:ruplage1@waynebluedevils.org">ruplage1@waynebluedevils.org</a> 402-375-3854

Foreword

Jean Steen	Special Education Coordinator	Elementary School	<a href="mailto:jesteen1@waynebluedevils.org">jesteen1@waynebluedevils.org</a> 402-375-3854
Misty Bear	Special Education Director	All District	<a href="mailto:mibeair1@waynebluedevils.org">mibeair1@waynebluedevils.org</a> 402-833-1450

**Section 4 Teaching Staff**

**Wayne Elementary School**

Name	Department	Grades
Tracy Anderson	Vocal Music	5 & 6
Andi Diediker	Language Arts, Math	Fifth Grade
Jean Dorcey	Title	K-6
Staci Foote	Language Arts, Math, Science, Social Studies	2nd Grade
Liz Garvin	Language Arts, Math, Science, Social Studies	Third Grade
Joan Hansen	Media Specialist	K-6
Carolyn Harder	Nurse	PK-12
Tanya Heikes	Language Arts, Math, Science, Social Studies	Kindergarten
Kara Heithold	Speech Therapist	PK-12
Kim Hix	Language Arts, Math, Science	Fourth Grade
Laura Hochstein	ELL	K-6
Ashley Hoffman	Title	K-6
Brad Hoskins	Physical Education	K-6
Joyce Hoskins	Language Arts, Math	Sixth Grade
Mike Jaixen	Language Arts, Math, Science, Social Studies	Second Grade
Colleen Janke	Language Arts, Social Studies	Sixth Grade
Monica Jensen	Vocal Music	K-4
Rachel Kerby	School Psychologist	PK-12
Kim Lubberstedt	Counselor	K-6
Jodi Lutt	Language Arts, Math, Science, Social Studies	Second Grade

## Foreword

Courtney Maas	Language Arts, Math, Science, Social Studies	First Grade
Jessica McPhillips	Language Arts, Science	Fifth Grade
Susan Metzler	Language Arts, Math, Writing	Fourth Grade
Lisa Meyer	Language Arts, Math, Science, Social Studies	Kindergarten
Kathy Ostrand	Language Arts, Math, Science, Social Studies	First Grade
Candace Petersen	Special Education	K-6
Annette Phipps	Language Arts, Science	Sixth Grade
Ben Promes	Technology Director	PK-12
Kelly Ptacek	Special Education	K-3
Jean Steen	Special Education Coordinator	K-6
Emily Rockhill	Language Arts, Math, Science, Social Studies	Kindergarten
Emily Sims	Language Arts, Math, Science, Social Studies	Third Grade
Winter Stewart	Language Arts, Math, Social Studies	Fourth Grade
Nichelle Stolzer	Special Education	4-6
Cheryl Suehl	Language Arts, Math, Science, Social Studies	Second Grade
Jennifer Thomas	Language Arts, Math, Science, Social Studies	First Grade
Sonya Tompkins	Art/HAL	K-6
Phylis Trenhaile	Language Arts, Social Studies	Fifth Grade
Carrie Wendte	Language Arts, Math, Science, Social Studies	Third Grade
Alex Wieland	Band	5 & 6

Foreword

**Section 5 Support Staff**

Name	Building	Position
Deb Daum	Jr./Sr. High	Superintendent Assistant
Kurt Daum	All Buildings	Grounds
Elda Franco	Elementary	Administrative Assistant
Rochelle Nelson	Jr./Sr. High	Business Manager
Diane Peters	Jr./Sr. High	Assistant Bookkeeper
Judy Poehlman	Jr./Sr. High	Food Service Manager
Ben Promes	Jr./Sr. High	Technology Director
Cindy Sherman	Elementary	Administrative Assistant
Jordan Widner	All Buildings	Director of Maintenance
Dennis Raulston	All Buildings	Grounds

**Section 6 School Calendar**

See 2020-2021 School year calendar attached hereto as Appendix A.

## Foreword

### Article 1 – Mission and Goals

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

##### Mission Statement

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

##### Vision Statement

“Learning for Life, Every Student, Every Day”

##### Working in Partnership

- Contribute to society by becoming productive, respectful, successful, and engaged global citizens
- Demonstrate positive cooperation and problem solving skills

##### Commitment to Excellence

- Demonstrate responsibility and ownership for learning by developing goals and working to achieve excellence
- Take pride in accomplishments and have the resilience to learn from both successes and failures
- Acquire a well-rounded and exceptional educational experience that incorporates critical thinking skills in all academic areas

##### Success in Life

- Develop an appreciation of diversity, inclusion, and respect for self, others, and the environment
- Utilize technology in a responsible, effective manner to access, evaluate, and use information to solve problems and communicate ideas
- Participate in a variety of extracurricular activities as an extension of the classroom to enhance learning and leadership skills.

## Foreword

### **District Expectations**

Be Responsible/Be Prepared  
Be Respectful  
Be Safe/Do The Right Thing

### **Character Traits**

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

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

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

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through

## Foreword

- onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
  6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
  7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
  8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
  9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
  10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.
  11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
  12. A welcoming environment for parents and the community.

## Foreword

### **Section 3 Mutual Respect**

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

### **Section 4 Complaint Procedures**

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

#### 1. Complaint procedure

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

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

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

### **Section 5 K-12 Rights and Responsibilities**

#### **The Rights**

of the Students are to:

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

of the Staff Members are to:

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

#### **The Responsibilities**

of the Administration are to:

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

## Foreword

- develop a partnership with parents and community.

of the Teaching Staff are to:

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

of the Students are to:

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

of the Parents /Guardians are to:

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

of the Community are to:

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

## Section 6 Standards for Student Behavior

***Treat others the way you want to be treated.***

**General Conduct—Choose to Live Above the Line and be a Bucket Filler—Do what is right ☺**

### **Code of Conduct**

Students are encouraged to help make their time at Wayne Elementary School both pleasant and beneficial. Students are expected to **Live Above the Line** and do what is right.

Following is the guide used by Wayne Elementary School to conduct disciplinary action. The code of conduct allows for interpretation by the administration due to circumstances and the severity of the incident.

***Make Smart Choices~~Think Before Act***

Choosing to not follow the conduct rules will require consequences—see MINOR/MAJOR chart.

1. Respect one another and always have appropriate actions.
2. Respect property at our school or any school or site visited during school sponsored

## Foreword

events and all personal property.

3. Keep hands to oneself with only appropriate touching (high fives, side hugs).
4. Respect authority, and comply with direction of any adult school employee.
5. Always use appropriate and respectful language.
6. Wear appropriate clothes with positive sayings.
7. Show sportsmanship conduct toward visitors, our school's teams, or officials.
8. Watch athletic or music events sitting in the correct areas and leaving the gym when appropriate.

## Foreword

### Article 2 – School Day

#### Section 1 Daily Schedule – Elementary

Regular school hours are 7:45 a.m. to 4:00 p.m. with students attending classes from 8:00 a.m. to 3:20 p.m. **The office is open from 7:30 am to 4:30 pm.**

#### Section 2 Shortened Schedule – Elementary

Regular school hours are 10:00 a.m. to 4:00 p.m. with students attending classes from 10:00 a.m. to 3:20 p.m. **The office is open from 7:30 am to 4:30 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**

## Foreword

**warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for 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.**

## Foreword

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

### Supervision at Dismissal

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

### Emergency Closing Procedures

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

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

## **Section 5      Messages/Deliveries**

Routine messages will be relayed to students at a time that is non-interrupting to class. Only emergency messages will be hand delivered immediately. Teachers must know how your child is getting home and who will be picking them up. If this information changes, teachers must be made aware. Teachers may not have time to check emails or phone messages until students have left for the day, so call the office if the message is needed promptly. Students will be given a note to pick up personal flowers, presents, or balloon gifts from the office at the end of the school day. (Exceptions may be made for early dismissals.)

## **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.

## Foreword

Kindergarten/1st Grade: 45 minutes (3 recess times)

2nd-3rd-4th Grade: 30 minutes (2 recess times)

5th-6th Grade: 15 minutes (1 recess)

### **Section 7 Wayne Elementary Recess and School Clothing Guidelines (Recess)**

Living in Nebraska requires adaptability to frequent weather changes. We will go outside for recess every day that we can. Should there be rain, wind, or snow, we watch the radar and thermometer and if there is no precipitation we will go outside, at least on the blacktop. We care about your child's health but also know that outdoor activity is crucial to a healthy lifestyle. Watch/Listen to local weather reports and help your child dress according to our guidelines below or also be prepared for delays and cancellations. The teachers will all use Real Feel AccuWeather to determine what the temperature is for **each recess. If a student is not appropriately dressed, they will not be allowed to go outside for recess.**

#### **Wind Chill and Temperature**

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

55 – and up

- Clothing Guidelines: Regular dress code applies

40 – 54 degrees

- Clothing Guidelines: **Pants and jacket or hooded sweatshirt**

0 – 39 degrees

- Clothing Guidelines: **Winter coat** required (Hats and gloves recommended)

0 degrees & below

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

#### **Playing in the Snow**

- If a student has snow gear (snow pants, coat, gloves) they will be able to play in the snow.
- If a student has boots and no snow pants they can walk on the snow, but not play in the snow.
- If a student does not have snow boots and snow pants they will be allowed to play on the concrete/blacktop areas that are cleared of snow.

## Foreword

### Section 8 School Meals

Both breakfast and lunch are available for students each day. We begin serving breakfast at 7:30 a.m. If your child arrives between 7:30 a.m. and 7:50 a.m., they will be receiving a hot breakfast. If your child arrives after 7:50 a.m., they will receive a grab 'n go breakfast, so they are not tardy to class. Please make sure to call the school prior to 9:00 a.m. in order to get a correct lunch count if you plan on eating with your child.

Meal prices are set annually before the school year begins. Meal prices will be posted in the school newsletter, on the monthly menu, on the school website, and in The Wayne Herald newspaper. Milk may be purchased separately to drink with a sack lunch. **Food or drinks from outside school during school lunch hours (11:00 a.m. - 1:00 p.m.) are not allowed in the building. Students with a negative balance are not allowed to buy ala carte items.**

“Under Federal law, there is no requirement that children paying the reduced or full price be given credit which permits them to charge the price of meals when they don’t have money with them to pay.” As a courtesy, Wayne Community Schools will continue to serve meals until the family lunch balance reaches **negative** \$25.00. At that time, students will not be allowed to eat school meals. Once a positive account balance is established, students will be allowed to resume eating school meals. Families will be sent a statement by mail (every Wednesday) when their balance reaches **negative** \$10 or more. A call from the school office will be made when an account reaches **negative** \$25.00.

Families using the meal program may access their account information online. You can check your account balance at any time, and view two weeks worth of meal purchases for your family members. To get your login and password, please contact your school. To access the site, please go to the Wayne Community Schools website [www.wayneschools.org](http://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 Bucket Fillers

Character education traits are taught by teachers and the guidance counselor throughout the school year. Students may receive a Bucket Filler by any staff member for demonstrating Living Above the Line behavior. Recipients put his/ her Bucket Filler postcard in the office bucket, and at the end of each month the cards are mailed to the families.

## Foreword

### **Section 11 Assemblies**

Each month a school wide assembly is held as another way to celebrate the excellent work of our students and staff. Students' with birthdays and those who received **positive recognition** are also recognized.

### **Section 12 Instrumental Music**

The instrumental music department offers the student an opportunity to progress in all phases of musicianship. Beginning in fifth grade, students advance their development through participation in large ensembles, small ensembles, and solos. Additional activities exist for those who are interested.

### **Section 13 Nuisance Items**

Nuisance Items such as fidget spinners and trading cards should not be brought to school unless the student gains special permission. This is done to reduce distractions.

### **Section 14 Change of Information**

Should any student move to a new place of residence, the parent must notify the principal's office as soon as possible of address, phone number, or job changes.

### **Section 15 Emergency Evacuation Lockout and Lockdown**

Tornado, earthquake, and fire drills are conducted according to the requirements of state law. Procedures are posted in each classroom. Tampering with fire safety equipment or deliberately setting off fire alarm equipment is a serious offense. Such an act is grounds for suspension or expulsion and may be accompanied by a complaint filed with the State Fire Marshal.

### **Section 16 Wayne Community Schools Emergency Response Plan Managing Student Release to Parents/Guardians**

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

##### **General Emergency Information**

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

## Foreword

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

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

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

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

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

Please DO NOT call the school!

Listen to local radio and check social media for information:

KTCH

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

Twitter: Wayne Blue Devils@WayneSchools

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

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

### **Student Release:**

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

### **Guidance for Parents:**

- Remain calm!

## Foreword

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

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

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

Thank you for your cooperation in this!

## **Article 3 – Use of Building and Grounds**

### **Section 1 Visitors**

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

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

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

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

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

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

## Foreword

### **Section 4 Lockers**

Some grade-levels will be assigned a locker. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

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

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted 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.
1. 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. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
3. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
4. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
5. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

## Foreword

### **Section 6 Video Surveillance**

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

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

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

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

### **Section 8 Bicycles**

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

### **Section 9 Student Valuables**

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

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

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

### **Section 11 Accidents**

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

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

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

## Foreword

### **Section 13 Insurance**

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

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

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

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

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

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

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

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

## Foreword

### **Section 16    Grounds/Parking/Pick Up/Drop Off**

#### **Grounds/Parking**

All traffic laws of the state apply to the operation of motor vehicles on the school grounds including the prohibition of passing a school bus loading or unloading pupils. Extreme care must be taken to prevent accidents. The school assumes no liability for damage, loss, or theft from vehicles.

East side is for parents/guardians to bring and pick up students. West side is for busses and the City Van to transport children.

#### **Parents**

1. Drive vehicles slowly, safely, and watch for children at all times.
2. Park only in designated areas. Do NOT park on crosswalks.
3. Keep bus areas (west side of school) clear from other traffic.
4. Model patience for your children.

#### **Student Drop Off**

Student drop off is on the east side of the school. Please travel south on Douglas St. and drop off your student on the east side of the building. This is a one way street that will be monitored by the staff and police. Please do not travel east down 4th street to get to the east side of the building. 4th street is where teachers park before the school day. We do not want parents dropping off their children in this busy area due to safety concerns. In addition, when dropping off your student, please park as far south on Douglas St. as far as possible to allow multiple parents to drop off their children. Please do not drop your student off on the west side of the building. This request is made due to buses traveling on this street to drop off students.

#### **Student Pick Up**

Student pick up is on the east side of the school. The following pick up procedures for each grade will help us make dismissal safe and timely. Our goal is to dismiss students in a manner that reduces instructional distractions, minimizes congestion in the commons area, and allows the staff to systematically get your students home safely.

#### **Kindergarten**

Parents of kindergarten students can enter the building at 3:15 p.m. and go directly to the gym. The kindergarten students that ride home with their parents will be walked to the gym by their teacher. They will dismiss the students to their parents to make sure that all students are safe.

#### **1st/2nd Grade**

## Foreword

Our 1st and 2nd grade students that ride home with their parents will be walked out the east doors of the building, and will be dismissed to their parents to make sure that all students are safe. Please do not enter the building before 3:20 p.m. unless you need to communicate with school personnel. This will help us avoid distractions at the end of the day, and it will keep the congestion in the commons area to a minimum.

### **3rd/4th/5th/6th Grade**

Our 3rd, 4th, 5th, and 6th grade students will be dismissed by their teachers from their classroom. They will walk out the north doors, and the students will meet their parents outside. Please do not enter the building before 3:20 p.m. unless you need to communicate with school personnel. This will help us avoid distractions at the end of the day, and it will keep the congestion in the commons area to a minimum.

### **Siblings Meeting Spot**

Our elementary students that need to meet up with their siblings in other grades will use the gym as their meeting spot. Parents of these students can enter the building at 3:15 and go directly to the gym to pick up their students. This will allow parents with multiple students in the building to pick up all of their students in one place.

### **Sherman St.**

We will have one staff member assigned to walking students to the crosswalk at 7th and Sherman. This practice was created to have a large group of students cross this busy street at the same time to eliminate safety concerns. Please let your child's teacher know if they should cross 7th Street with this group. This group will meet in the gym before they leave.

### **Bus/Van/Rainbow/Activities Center**

The students will be loaded and dropped off on the west side of the school.

## **Article 4 – Attendance**

### **Section 1                      Attendance Policy**

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

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

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

## Foreword

absence or (b) an unexcused absence.

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

The Principal has the discretion to deny approval for the latter two (2) reasons, depending on circumstances such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

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

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

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

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

### **Section 3      Absence Procedures**

Please call the office informing them of the reason your child will not be in attendance. (375-3854). 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

## Foreword

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**

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. **This includes concerts, contests, clubs, and dances.** Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

### **Section 6      Truancy**

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

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

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such a meeting, the principal shall place in the student's attendance records documentation of such refusal.

## Foreword

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 person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

### CORE Team

- This is a team at our building that is composed of administrators and support staff that collaborate in order to support families in the areas of tardies, attendance, and community resources. The team uses the following criteria and/or their professional judgement as they make decisions for our students:

5 days absent - monitor/call home/letter

5 tardies- monitor/call home/letter

10 days absent - monitor/call home/letter/set up collaborative plan

10 tardies - monitor/call home/letter/set up collaborative plan

15 days absent - monitor/call home/letter/set up collaborative plan/home visit/possibly refer to county attorney

15 tardies - monitor/call home/letter/set up collaborative plan/home visit/possibly refer to county attorney

20 days absent - monitor/call home/letter/set up collaborative plan/home visit/ refer to county attorney

20 tardies - monitor/call home/letter/set up collaborative plan/home visit/ refer to county attorney

## Foreword

### **Article 5 – Scholastic Achievement**

#### **Section 1 Promotion and Retention**

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

#### **Section 2 Interim Reports**

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

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

#### **Section 3 Report Cards**

Report cards are issued at the end of each quarter for grades 1 through 6. Kindergarten will receive TS Gold report cards 3 times a year. Grades 4, 5, and 6 will receive mid-term reports.

#### **Section 4 Parent-Teacher Conferences**

Parent-teacher conferences will be held two times a year. There will also be a parent night. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

#### **Section 5 Academic Integrity**

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

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

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

##### **B. Definitions**

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

## Foreword

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

Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):
  - (1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
  - (2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
  - (3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
  - (4) Use of Other Student to Take Test: Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
  - (5) Misrepresenting Need to Delay Test: Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
  - (1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - (2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
  - (3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the

## Foreword

student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

- (4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - (5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

- (1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
- (2) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

### C. Sanctions

The following sanctions will occur for academic integrity offenses:

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

## Foreword

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

## Article 6 - Support Services

### Section 1 Special Education Services

#### What Does Special Education Mean?

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

#### Students Who May Benefit

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

#### How are Students With Disabilities Identified?

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

#### Child Find

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

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

## Foreword

### 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 activity, included but not limited to learning. The school district has specific responsibilities under Section 504, including the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If you believe your child may qualify for services under Section 504 please contact your building principal."

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

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

### **Section 4 Health Services**

#### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school

## Foreword

due to illness. Conditions requiring a student be sent home include: Temperature greater than 100 degrees F., vomiting, diarrhea, unexplained rashes, or determination by school nurse that the child's condition prevents meaningful participation in educational programs, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

### Guidelines for Administering Medication

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

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

### School Health Screening

Children in Preschool and grades one through fourth, as well as Sophomores are screened for vision, hearing, dental defects, height and weight. Students may also be screened if a health concern has been identified. Parents who do not wish their child to participate in the school screenings program must communicate this in writing to the school health office at the start of the school year. Nebraska statutes require school-age screening and in order for parents to remove their children from the program they must submit findings from an alternate medical provider to the school by December 1 of that year.

### Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

### Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical

## Foreword

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.

Foreword

**Summary of the School Immunization Rules and Regulations  
For 2020-2021 School Year**

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

## Foreword

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

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

### Guidelines for Head Lice

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

The Academy of Pediatrics no longer considers head lice as a health issue or a reason to exclude children from school.

1. If live head lice are discovered on a child the parent will be called and informed. The school then assumes that the parent will treat the child that day after.
2. Written treatment information and instructions will be made available to parents upon request. (including how to check for head lice\*.)
3. [A child who has been identified with live lice will be able to return to school after treatment.](#)
4. Families are encouraged to report head lice to the school health office.

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

## **Section 5      Transportation Services**

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

### **Behavior on School Buses**

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

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

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.

## Foreword

2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

### B. Rules on the Bus

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

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

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

## Article 7 – Drugs, Alcohol and Tobacco

### Section 1 Drug-Free Schools

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

## Foreword

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.

## Foreword

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

### **Intervention**

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

### **Administration**

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

## **Article 8 – Student Conduct Rules**

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

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

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

- A. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:
1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
  2. Other violations of rules and standards of behavior adopted by the Wayne Community Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

## Foreword

1. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
  2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
  3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
  4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
  5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
- B. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension. The procedures will be those set forth in the Student Discipline Act.
- C. Expulsion:
1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
  2. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the

## Foreword

superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. The suspension pending hearing may be imposed if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
4. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
5. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one (1) full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education

## Foreword

program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

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

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

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

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

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

## Foreword

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

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

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

## Foreword

- alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
8. Public indecency or sexual conduct;
  9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
  10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
  11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
  12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
  13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
  14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
  15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
  16. Willfully violating the behavioral expectations for those students riding Wayne Community Schools' buses.
  17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
    - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except

## Foreword

- if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one (1) calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

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

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

## Foreword

- (1) Student Appearance: Students at Wayne Community Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground (age appropriate).
  - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer (age appropriate)
  - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
  - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
  - e. Head wear including hats, caps, bandannas, and scarves;
  - f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
  - g. Clothing or jewelry that is gang related.
  - h. Visible body piercing (other than ears).
  - i. **Open toed footwear (Sandals and shoes that damage the gym floor are not allowed in PE class)**

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

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary

## Foreword

actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

### (2) Electronic Devices

a. Philosophy and Purpose. Wayne Community Schools strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

#### b. Definitions.

(1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

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

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

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

(iii)

#### c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

## Foreword

- (2) Students are permitted to possess and use electronic devices before school hours (7:30 on regular start days and 9:30 on late-start days) and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

### d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and

## Foreword

returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

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

e. Penalties for Prohibited Use of Electronic Devices:

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

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

## Foreword

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

- f. Reporting to Law Enforcement.

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

- g. Responsibility for Electronic Devices.

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

- (3) Harassment and Bullying Policy: One of the missions of Wayne Community Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others’ property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

## Foreword

- (4) Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
- a. 1st Offense: Student will be confronted and directed to cease.
  - b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
  - c. 3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with Administrator(s) and/or counselor.
  - d. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- (5) Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.
- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
  - b. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be consumed outside.
  - c. Students are expected to bring all books and necessary materials to class. This includes study halls.
  - d. Assignments for all classes are due as assigned by the teacher.
  - e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
  - f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
  - g. Students are to be in their seats and ready for class on the tardy bell.
  - h. Special classes such as 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.

## Foreword

- (6) Network, E-Mail, Internet and Other Computer Use Rules:
- (a) General Rules:
- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
  - (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
  - (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
  - (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
  - (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."
- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be

## Foreword

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.

## Foreword

- (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- (v) All communications and information accessible via the network should be assumed to be private property of others.
- (vi) Do not place unlawful information on any network system.
- (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- (ix) Other rules may be established by the network administrators or teachers from time to time.

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

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

### (7) 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.

## Foreword

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

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

Ø Don't forget that your profile on social network forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).

Ø Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.

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

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

Ø Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!

Ø Don't mislead people into thinking that you're older or younger.

We urge all students to 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 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

## Foreword

school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

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

### **Article 9 – Extra-Curricular Activities - Rights, Conduct, Rules and Regulations**

#### **Section 1 Student Fees Policy**

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

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students

## Foreword

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

## Foreword

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.

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

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

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one (1) student resides, at no cost.

Foreword

**Article 10 – State and Federal Programs**

**Section 1 Notice of Nondiscrimination**

Notice of Nondiscrimination The Wayne Community School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

**Section 2 Designation of Coordinators**

Any person having concerns or needing information about the District’s compliance with anti-discrimination laws or policies should contact the District’s designated Coordinator for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	High School Principal
Title IX	Discrimination or harassment based on sex; gender equity	High School. Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Special Education Director
Homeless student laws	Children who are homeless	Special Education Director
Safe and Drug Free Schools and Communities	Safe and drug free schools	Elementary Principal

The Coordinator may be contacted at: 611 West 7th Street, Wayne, Nebraska 68787, telephone number (402) 375-3150.

**Section 3 Anti-discrimination & Harassment Policy**

Elimination of Discrimination. The Wayne Community Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students.

Purpose: Wayne Community Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Wayne Community Schools will try to

## Foreword

protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

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

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:

## Foreword

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Wayne Community Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will promptly and thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

### **Section 4      Multicultural Policy**

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

### **Section 5      Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.

## Foreword

4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

### **Section 6 Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

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

## Foreword

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. School or school district the student attended before he or she enrolled in Wayne Community Schools.

## Foreword

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

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students, meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

### Notice Concerning Designation of Law Enforcement Unit:

The District designates the Wayne Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

## **Section 7      Notice to Parents of Students in Programs Receiving Title I Funding**

Staff Qualifications. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- (A) Whether the student's teacher—
  - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

## Foreword

- (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.

## Foreword

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

### **Section 9 HIPAA (Health Insurance Portability and Accountability Act, 1996)**

Parents must give written consent to the health care provider before information can be released to the school.

### **Section 10 Public Notification for Eliminating Discrimination And Denial of Services in Vocational Education Program**

“No person who falls under the jurisdiction of the Wayne School District shall on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity which is part of the Wayne School District program offerings.”

### **Section 11 Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protection areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

## Foreword

- *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.

## Foreword

Should the testing be requested from a source outside the receiving school, cost for such testing shall be borne by the parents/guardians of the exempt/home school student(s).

4. Teachers of basic skill courses in language arts, mathematics, science, social studies and health for which exempt/home school students will enroll shall assist in the review of materials submitted by parents/guardians under Section 004, Rule 13, Nebraska Department of Education.
5. School officials of the receiving school may request an interview be conducted with parents and/or student(s) from the home/exempt school seeking admittance. The interview would serve as a supplemental tool in final placement of the student(s).
6. All above procedures must be completed prior to enrollment or exempt/home school student(s).

### **Section 13 Business Operations**

#### **Meal Charge Policy**

As a courtesy, Wayne Community Schools will continue to serve meals until the family lunch balance reaches **negative** \$25.00. At that time, students will not be allowed to eat school meals. Once a positive account balance is established, students will be allowed to resume eating school meals. Families will be sent a statement when their balance reaches **negative** \$10 or more. A call from the school office will be made when an account reaches **negative** \$25.00.

#### **Student Eligibility**

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

#### **Meal Account Balances**

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without an additional transaction fee for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and

## Foreword

the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

### **Student Confidentiality**

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

### **Section 14 Student Privacy Protection Policy**

It is the policy of Wayne Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as

## Foreword

will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures

## Foreword

for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of

## Foreword

the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### **Section 15 Parental Involvement**

#### **6410 Policy Title I Parental and Family Involvement Policy**

This Parental and Family Involvement[JK1] Policy is established in compliance with Title I. Wayne Community Schools has a parental and family involvement policy applicable to parents and family members of all children. The parental and family involvement policy applicable to parents and family members of all children is not replaced by this Title I Parental and Family Involvement Policy and shall continue to be applicable to all parents and family members, including parents and family members participating in Title I programs.

It is the policy of Wayne Community Schools to implement programs, activities, and procedures for the involvement of parents and family members in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents and family members of participating children.

#### Expectations for Parental Involvement

It is the expectation of Wayne Community Schools that parents and family members of participating children will have opportunities available for parental and family involvement in the programs, activities, and procedures of the District’s Title I program. The term “parental and family involvement” means the participation of parents and family in regular, two-way, and

## Foreword

meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents and family members play an integral role in assisting their child’s learning; (B) that parents and family members are encouraged to be actively involved in their child’s education at school; (C) that parents and family members are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental and family involvement policy. The District intends to meet this expectation through the following activities:

A. Involving parents and family members in the joint development of the District’s Title I plan and the processes of school review and school improvement.

B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.

C. Building the schools’, parents’ and family’s capacity for strong parental and family involvement.

D. Coordinating and integrating parental and family involvement strategies under Title I with parental and family involvement strategies under other programs.

E. Conducting, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents and family members in Title I programs, with particular attention to parents and families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental and family involvement policies of the District.

F. Involving parents and family members in the activities of the schools served under Title I.

### Policy Involvement

Each school served under the Title I program shall:

## Foreword

A. Convene an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation under the Title I program and to explain the requirements of the Title I program.

B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental and family involvement in such meetings by offering transportation, child care, or home visits.

C. Involve parents and family members in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.

D. Provide parents and family members of participating children—(1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents and family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

E. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents and family members of participating children, submit any parental or family members' comments on the plan when the school makes the plan available to the District.

### Shared Responsibilities for High Student Academic Achievement

As a component of the District's parental and family involvement policy, each school served under the Title I program shall jointly develop with parents and family members for all children served under the Title I program a school-parent compact that outlines how parents, family members, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school, parents and family members will build and develop a partnership to help children achieve the State's high standards. Such compact shall—(1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent and family will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of

## Foreword

communication between teachers, parents and family members on an ongoing basis through, at a minimum—(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement; (B) frequent reports to parents and family members on their children’s progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities.

### Building Capacity for Involvement

To ensure effective involvement of parents and family members and to support a partnership among the District, parents, family members, and the community to improve student academic achievement, each school participating in the Title I program and the District—(1) shall provide assistance to participating parents and family members, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child’s progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents and family members to work with their children to improve their children’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental and family member involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent and family programs, and build ties between parents, family members and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent and family involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent and family resource centers, that encourage and support parents and family members in more fully participating in the education of their children; (5) shall ensure that information related to school and parent and family programs, meetings, and other activities is sent to the parents and family members of participating children in a format, and to the extent practicable, in a language the parents and family members can understand; (6) may involve parents and family members in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental and family involvement activities, including transportation and child care costs, to enable parents and family members to participate in school-related meetings and training sessions; (9) may train parents and family

## Foreword

members to enhance the involvement of other parents and family members; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents and family members who are unable to attend such conferences at school, in order to maximize parental and family involvement and participation; (11) may adopt and implement model approaches to improving parental and family involvement; (12) may establish a district-wide parent and family advisory council to provide advice on all matters related to parental and family involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent and family involvement activities; and (14) shall provide such other reasonable support for parental and family involvement activities under Title I as parents and family members may request.

### Accessibility

In carrying out the parental and family involvement activities for this Title I Parental and Family Involvement policy, the District shall provide full opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

### Use, Distribution, and Updating of this Policy

This Title I Parental and Family Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents and family members of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and family members and the school.

### **Section 16 Homeless Students Policy**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to

## Foreword

participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with the Nebraska Commissioner of Education and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the

## Foreword

homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Wayne Community Schools based on it being the school of origin, the new school and Wayne Community Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

Foreword

**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.)**

Foreword

ADMINISTRATIVE REGULATION 5416  
STUDENTS

**Student Fee Waiver**

To qualify for Student Fee Waiver the family must meet the federal guidelines to be eligible for the free and reduced lunch. A student does not have to be taking free and reduced lunch they just have to be eligible to do so.

To receive the Fee Waiver the following steps must be complete (prior to the fee being charged);

Step One – Complete and File with the school district “Free and Reduced Price School Meals Application” form (this form will be mailed out the beginning of the school year and is also available in the school district offices).

Step Two – Complete and File with the school district a “Sharing Information With Other Programs” form (this form will be mailed out the beginning of the school year and is also available in the school district offices).

For those students who qualify, a Fee Waiver can be used for providing a musical instrument.

**Student Fees for Curricular Activities**

None

Fee waivers are allowed for the students who qualify for free and reduced lunch. The Student Fee Waiver Application must be completed prior to the activity.

**Student Fee Waiver Application**

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, specialized attire and project materials waived as provided by district policy. All information provided in connection with this application will be kept confidential. This waiver does not carry over from year to year and must be completed annually.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED FOR THE FEE WAIVER APPLICATION TO BE PROCESSED

**PLEASE PRINT**

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

Name of Parent or Guardian: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

<u>Student Name(s)</u>	<u>School Attending</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your signature below is required for the release of information regarding the student or student’s family financial eligibility for the programs checked above. Without your signature, this application cannot be processed.

Signature of parent or guardian: \_\_\_\_\_

-----

Specific fees, equipment, attire or materials to which this waiver applies:

Administrator’s signature: \_\_\_\_\_

Foreword

**Students' Rights and Responsibilities**

The rules and regulations are included in the handbook for the 2020-2021 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**

Foreword

**AVAILABILITY OF HANDBOOKS**

The **2020-2021** 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 **2020-2021** Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by **August 30, 2020**. 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 **2020-2021** 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

Foreword

**RECEIPT OF 2020-2021 STUDENT-PARENT HANDBOOK**

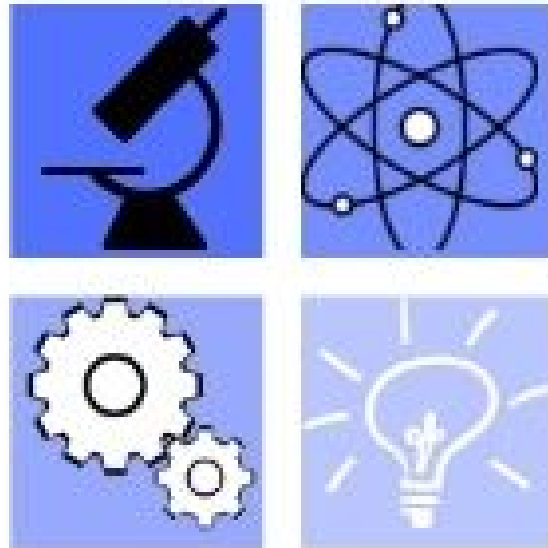
This signed receipt acknowledges receipt of the 2020-2021 Student-Parent Handbook of Wayne Community Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

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

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

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

\_\_\_\_\_  
Parent or Legal Guardian's Signature



# Wayne Kids Club

2020-2021



## 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. However, 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 2020-2021 school year. Please read through the information carefully and fill out only the forms in which you are requesting care. If questions arise please feel free to send an email or call. We look forward to serving your family and child's needs.

Sincerely,

Russ Plager  
Program Director  
(402) 375-3854  
[ruplage1@waynebluedevils.org](mailto:ruplage1@waynebluedevils.org)

## Table of Contents

		Page
Section 1	Financial Assistance, Daily Schedule, Snacks, Dismissal, Personal Items, Accidents and Medical Emergencies	3
Section 2	Sick or Absent Child Policy, Discipline Policy, Behavior Continuum	4
Section 3	Vision Statement, ELO, STEAM, Involvement in program	5-6
Section 4	Program Director Job Description	7-8
Section 5	Wayne Kids Club Site Director Job Description	9-10
	Wayne Kids Club Medical/Emergency Care Form	11
	Wayne Kids Club Dismissal Plan	12
	Wayne Kids Club Permission Consent Form	13
	Sliding Fee Scale 2020-2021	14
	Wayne Kids Club After-School Program Application	15-17

## **Financial Assistance**

Wayne Kids Club is asking each family to pay a fee for the cost of materials, snacks, and the programming offered. If at any time throughout the course of the year you are requiring assistance to help cover this cost, please contact the Program Director, Russ Plager, 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**

3:20-3:45 Meet in gym - Physical Activity

3:45-4:30 Homework Zone/Snack

4:30-5:30 Extended Learning Opportunities

## **Snacks**

A snack will be served each day. If your child has specific dietary restrictions, please notify the Site Director, Carrie Wendte.

## **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](mailto:waynekidsclub@waynebluedevils.org)

Students will be dismissed through the front doors of the building. The Site Director will wait with students outside on the east side of the building until 5:30. 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. Plager 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.

## **Personal Items**

All children are responsible for their personal items and should keep those items in their backpack. 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 by the children during WKC hours is prohibited unless permission is given by staff.

## **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 parent/guardian immediately at the telephone numbers you have supplied. 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](mailto:waynekidsclub@waynebluedevils.org).

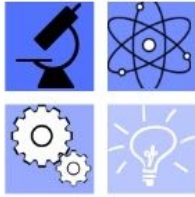
### **Discipline Policy**

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 good 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.

When a behavior is deemed to be hurtful to other children or disrespectful to staff, the child's parent will be notified and the child will be sent home for the day. The child may return the following day; however, if the same or similar behavior continues to occur, he/she will be dismissed from the program. 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.



# Wayne Kids Club

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**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.

**To find out more about Wayne Kids Club or to enroll your child, please contact Program Director, Russ Plager [ruplage1@waynebluevils.org](mailto:ruplage1@waynebluevils.org).**

# PROGRAM DIRECTOR JOB DESCRIPTION

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**Job Title:** Program Director

**Reports To:** Wayne Community Schools Superintendent

## **JOB SUMMARY**

To provide leadership to the Wayne Kids Club (WKC) and effectively implement ELO programming.

## **GENERAL JOB DESCRIPTION AND RESPONSIBILITIES**

- Update and distribute parent handbooks and registration information on an annual basis.
- Ensure all program employees meet and maintain required levels of certification.
- Develop programming that is aligned with AQuESTT, is STEM-driven and garners student interest and engagement.
- Keep record of student involvement in programming and ELO effectiveness through data collection.
- Assist site director in planning and serving nutritionally balanced snacks.
- Maintains regular communication with the site director to ensure program effectiveness.
- Attend and present at school board meetings when seeking approval for programming or for general updates.
- Create and maintain community partnerships to support local programming and program sustainability through financial means.
- Pursue local and statewide grant opportunities.
- Collect parent feedback through annual surveys.
- Maintain active WKC's involvement in social media and print advertising.

### Knowledge of:

- Management principles
- Developmentally appropriate activities for elementary-aged children.
- Curriculum development and state standards.
- ELO grant requirements.

### Ability to:

- Interact with children of various ages and abilities in a positive and appropriate manner.
- Lead safe and developmentally appropriate activities for registered students.
- Understand and follow protocol for various emergency procedures.
- Prepare and maintain departmental records, reports and correspondences pertaining to the functions of participating programs.
- Maintain the confidentiality of appropriate communications, documents and transactions.
- Plan and organize work, set priorities and meet deadlines.
- Guide, direct and support staff while cultivating a team environment.
- Establish and maintain effective working relationships with parents, district employees, and board members.
- Operate standard office equipment and software.

- Communicate effectively both verbally and in writing.
- Present to and cultivate relationships with community stakeholders.

Skills in:

- Leadership.
- Active listening.
- Problem solving and decision making.

# WAYNE KIDS CLUB SITE DIRECTOR JOB DESCRIPTION

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**Job Title:** Wayne Kids Club Site Director

**Reports To:** Wayne Kids Club Program Director

## **JOB SUMMARY**

To provide direction and oversight to the staff and children involved in the after school activities of the Wayne Kids Club program. Manages staff by directing their activities, and provides feedback and discipline as appropriate in a team environment. Ensures staff carries out activities in support of the program's goals and objectives. Establishes and maintains open communication with staff, parents and children.

## **EDUCATION AND EXPERIENCE**

1. High School diploma or GED equivalent. Must be at least 19 years of age.
2. Meet **ONE** of the following requirements:
  - Hold a bachelor's degree from an accredited college or university in early childhood education, education or child/youth development;
  - Hold a bachelor's degree from an accredited college or university and at least six credit hours in early childhood education, education or child/youth development;
  - Have an associate degree from an accredited college or university in early childhood education, education or child/youth development;
3. CPR certification or ability to obtain certification.
4. Must attend Child Abuse/Neglect training every 5 years.

## **Job descriptions and responsibilities:**

- Works with Program Director to plan and implement safe and developmentally appropriate activities, routines, policies and procedures in support of short and long range goals of the Wayne Kids Club program.
- Maintains a safe, clean and healthy environment in accordance with all relevant laws and regulations.
- Determines and provides a variety of nutritious snacks within state and budget guidelines. Oversees or assists with setting up clean up of snack time.
- Monitors and maintains needed supplies and communicates supply needs to the Program Director.
- Understands and is able to execute various emergency procedures as trained including conducting fire and tornado drills to ensure compliance with State requirements.
- Completes weekly director reports, tracking staff and child attendance, discipline reports, accident reports, menus, sign in and sign out processes, time off request, etc.
- Ensures constant and appropriate level of supervision of children by overseeing, monitoring and directing the activities of staff and children.
- Establishes and maintains open communication with parents, staff and children in a respectful manner.
- Conducts roll call for afternoon care to ensure all children are accounted for and attendance is properly tracked including students being checked out upon pick up.

- Assists with incident and accident reports and communicates issues and events to children, parents and Program Director as appropriate.
- Provides appropriate care for children who become ill, are injured or are upset.
- Helps clean up children and soiled garments resulting from toileting issues or other bodily fluids.

**Position qualifications, skills, knowledge and abilities of the job.**

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Management principles
- Age and developmentally appropriate activities for elementary aged children.

Ability to:

- Interact with children of various ages and abilities in a positive and appropriate manner.
- Lead safe and developmentally appropriate activities for registered students.
- Understand and follow protocol for various emergency procedures.
- Maintain departmental records, reports and correspondences pertaining to the functions of Wayne Kids Club.
- Maintain the confidentiality of appropriate communications, documents and transactions.
- Perform job duties efficiently while managing frequent interruptions.
- Guide, direct and support staff while cultivating a team environment.
- Establish and maintain effective working relationships with parents, district employees, board members and Wayne Kids Club Staff.
- Operate standard office equipment.
- Communicate effectively both verbally and in writing.

Skills in:

- Leadership.
- Active listening.
- Problem solving and decision making.

## Wayne Kids Club Medical/Emergency Care Form

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

### Child's Medical Information

Allergies/Special Diet: Yes \_\_\_ No \_\_\_ (if yes, explain)

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### 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@waynebluedevels.org](mailto:waynekidsclub@waynebluedevels.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. Plager 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 Permission Consent Form

Child/Children's Name \_\_\_\_\_

### Photo Permission

Throughout the year, we will be promoting 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 give my child permission to be enrolled in Wayne Kids Club programs.

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

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

**Additional Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Sliding Fee Scale 2020-2021

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 Director, Russ Plager, 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, Russ Plager, 402-375-3854 or [ruplage1@waynebluedevels.org](mailto:ruplage1@waynebluedevels.org). Scholarship money may be available.

**Income:**

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

**Wayne Kids Club Sliding Fee Scale**

Household Size	Yearly - Free	Yearly- Reduced	Yearly - Full Pay
2	up to \$46,000	up to \$54,000	Over \$55,000
3	up to \$54,000	up to \$62,000	Over \$62,000
4	up to \$62,000	up to \$70,000	Over \$70,000
5	up to \$70,000	up to \$78,000	Over \$78,000
6	up to \$78,000	up to \$86,000	Over \$86,000
7	up to \$86,000	up to \$94,000	Over \$94,000
8	up to \$94,000	up to \$102,000	Over \$102,000

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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

## Wayne Kids Club After-School Program Application

Date of application \_\_\_\_\_

Due by May 15, 2020

### **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 and indicate which payment plan you will be following.

\_\_\_ Full-time care

\_\_\_ **Annual Rate: \$964** \_\_\_ **Semesterly Rate: \$494** \_\_\_ **Monthly Rate: \$101**

\_\_\_ Part-time care

\_\_\_ **4 days** \_\_\_ **Annual Rate: \$776** \_\_\_ **Semesterly Rate: \$396** \_\_\_ **Monthly Rate: \$81**

\_\_\_ **3 days** \_\_\_ **Annual Rate: \$582** \_\_\_ **Semesterly Rate: \$296** \_\_\_ **Monthly Rate: \$61**

\*Please indicate which three or four days per week your child will be attending. .

\_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday

- Care will be provided from the time school is dismissed at the end of the day until 5:30 p.m.
- Wayne Kids Club will NOT provide care on early dismissal days or days when school is cancelled due to inclement weather.
- We currently do not offer a drop-in option. You must be able to indicate the days each week that your child will be attending. This allows us to plan our programs and staff accordingly.
- Semesterly payment is due prior to the start of each semester. Monthly payment is due prior to the first of each month. Please make payments by cash or check in the main office of the elementary school.
- 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.

**Head of Household - Primary and Secondary:**

Primary

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

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Level of Education Completed:  High School  2 year college  4 year college  
 Specialized Training Program  
 Advanced-Degree  
 Other \_\_\_\_\_

Secondary

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

Address: \_\_\_\_\_ Zip-Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Level of Education Completed:  High School  2 year college  4 year college  
 Specialized Training Program  
 Advanced Degree  
 Other \_\_\_\_\_

Child lives with: \_\_\_\_\_

<b>Number in Family:</b>	<b>Number of Children:</b>	<b>Number in Household:</b>
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Please list all children living in household <b>First and Last Name</b>	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		

The following information helps the program staff better understand the needs of your family. All information is <b>confidential</b> and is not shared outside of Wayne Elementary After School Program.	Yes	No
Is your child currently receiving Special Education Services through WCS?		
Was your child born more than three weeks early? If yes, what did your child weigh at birth? _____lb_____oz		
Does your child have any of the following? (If so, please check) <input type="checkbox"/> Asthma <input type="checkbox"/> Cancer <input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy or Seizures <input type="checkbox"/> Heart Problems <input type="checkbox"/> Kidney Problems <input type="checkbox"/> Vision <input type="checkbox"/> Weight Problems <input type="checkbox"/> Other _____		
Does your child have an immediate family member with a mental or emotional disability?		
Have you been divorced or separated from your spouse or significant other within the last year?		
Has there been a recent death in the immediate family? If yes, how was the person related to the child?		
Does the child have an immediate family member with a life threatening disease or serious chronic illness (ex. Cancer, diabetes, tuberculosis)		
Have you or a family member identified a need or been involved in counseling in any of the following areas: (if so, please check) <input type="checkbox"/> Anger Control <input type="checkbox"/> Alcohol/Drug Issues <input type="checkbox"/> Child Abuse/Neglect <input type="checkbox"/> Sexual Abuse <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Other _____		
Has your family had an open case with Child Protective Services within the last three years?		
Is there an immediate family member currently incarcerated or involved with the legal system?		
Are you currently a student? If so, attending _____WHS _____WSC _____NECC		
Does your child have a guardianship or ward status?		
Is either parent not fluent in English		
Are you an immigrant or refugee? If so, from where?		
Do you have dependable transportation for your daily needs?		
Does your family have enough food to meet your daily needs?		
Do you receive any of the following type of assistance? <input type="checkbox"/> TANF <input type="checkbox"/> SNAP <input type="checkbox"/> SSI <b>If yes, verification is required. Please attach copy of statement.</b> <input type="checkbox"/> Disability <input type="checkbox"/> Death		
Are you currently homeless or have you been homeless in the last year? <b>(Homeless is defined for our program purposes as living in a shelter, on the street, or temporarily staying in a residence that is not your own)</b>		
Have you or an immediate family member moved to work at a meat-packing plant or agricultural related job in the last 3 years?		
Does your student receive academic intervention through Wayne Elementary? (Reading Intervention)		

**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 \_\_\_\_\_

COGNIA INC.  
9115 Westside Parkway  
Alpharetta, GA 30009



# INVOICE

Phone: 678.392.2285 x5608  
888-413-3669 x 5561  
TIN: 20-8613765

**Customer No.** 71138  
**Invoice No.** 00128995  
**Invoice Date** 4/15/2020  
**Due Date** 7/31/2020



Bill To:  
Wayne Community Schools  
Mark Lenihan  
611 W 7th St.  
Wayne, NE 68787-1715

**Date(s) of Service:** 7/1/2020-6/30/2021

<b>Invoice Total \$</b>	<b>3,600.00</b>
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Description	Sell-To No.	Sell-To Customer	Total Price
Membership Fee	71138	Wayne Community Schools	1,200.00
Membership Fee	16203	Wayne Junior-Senior High School	1,200.00
Membership Fee	236337	Wayne Elementary School	1,200.00

**Invoice Total \$** 3,600.00

AdvancED and Measured Progress are now Cognia.

To pay online by credit card, please visit [www.cognia.org/pay-online/](http://www.cognia.org/pay-online/). For additional information, visit [www.cognia.org/payment-instructions](http://www.cognia.org/payment-instructions).

\*\* PLEASE RETURN THIS PORTION WITH YOUR PAYMENT \*\*

Wayne Community Schools  
Mark Lenihan  
611 W 7th St.  
Wayne, NE 68787-1715

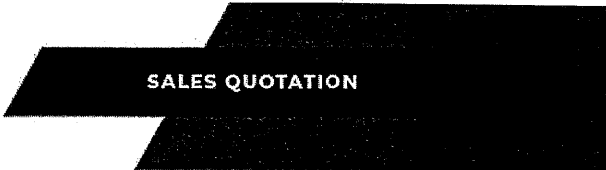
**Customer No.** 71138  
**Invoice No.** 00128995  
**Invoice Date** 4/15/2020  
**Due Date** 7/31/2020

Send Remittance to:

COGNIA INC.  
P.O. Box 933823  
Atlanta, GA 31193-3823

<b>Invoice Total \$</b>	<b>3,600.00</b>
-------------------------	-----------------

933823071138128995100003600006



Quote No. Q-00319130  
 Ref. No. WPS - 3100 (300)

Date 4/24/2020  
 Exp. Date 5/24/2020

**Sterling Account Manager**

Angie Sexton  
 PO Box 1995  
 303 Centennial Drive  
 North Sioux City, SD 57049  
 P: (605) 242-4037  
 F: (605) 242-4001  
 angie.sexton@sterling.com

**Customer Information**

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

Terms	FOB	Contract	Lead Time
Net 30	Destination	Open Market	30 Days ARG

Line No.	QTY	Part Number	Description	Unit Price	Extension
1	263	210-ARJL	Dell Chromebook 3100	\$259.00	\$68,117.00
2	263	329-BEBF	Intel(R) Celeron(TM) N4000 Processor (2 Core, 2.6GHz, 4M cache, 6W) 2 USB Type-C, 2 USB 3.1	\$0.00	\$0.00
3	263	370-ADZI	4GB 2400MHz LPDDR4 Non-ECC	\$0.00	\$0.00
4	263	400-AWCZ	32GB eMMC Hard Drive	\$0.00	\$0.00
5	263	391-BDXX	11.6" HD (1366 x 768) Embedded Touch, Camera & Microphone, WLAN Capable	\$0.00	\$0.00
6	263	580-AHRW	US English Keyboard, non-backlit	\$0.00	\$0.00
7	263	570-AADK	No Mouse	\$0.00	\$0.00
8	263	555-BEVK	Intel(R) Dual Band Wireless AC 9560 (802.11ac) 2x2 + Bluetooth 5.0	\$0.00	\$0.00
9	263	389-DPUG	Label 0X03	\$0.00	\$0.00
10	263	451-BCNK	Primary 3-Cell 42Whr Battery	\$0.00	\$0.00
11	263	492-BCNV	65W AC Adapter 250V,1M	\$0.00	\$0.00
12	263	537-BBBL	US Power Cord	\$0.00	\$0.00

13	263	998-DJLB	Fixed Hardware Configuration	\$0.00	\$0.00
14	263	389-BCGW	No UPC Label	\$0.00	\$0.00
15	263	340-AGIN	Safety/Environment and Regulatory Guide (English/Spanish)	\$0.00	\$0.00
16	263	340-CKUZ	Quick Start Guide	\$0.00	\$0.00
17	263	389-BKKL	EAN label	\$0.00	\$0.00
18	263	631-ABBH	Not Included	\$0.00	\$0.00
19	263	320-BCTL	Touch LCD Cover	\$0.00	\$0.00
20	263	340-CRSG	Min Config Packaging	\$0.00	\$0.00
21	263	389-BHZJ	Intel(R) Label	\$0.00	\$0.00
22	263	460-BBEX	No Carrying Case	\$0.00	\$0.00
23	263	800-BBQM	BTS/BTP Smart Selection Shipment, Chromebook (VS)	\$0.00	\$0.00
24	263	823-5167	Mail In Service after Remote Diagnosis, 1 Year	\$0.00	\$0.00
25	263	823-5168	Dell Limited Hardware Warranty Initial Year	\$0.00	\$0.00
26	263	CROSSWDISEDU	Google Chrome OS Management Console	\$25.00	\$6,575.00

**TOTAL \$ 74,692.00**

**Quotation Comments**

CAGE: 06APO | DUNS: 938836541  
TIN: 95-4634907 | F-23 12/09



**SALES QUOTATION**

**Quote No.** Q-00305457  
**Ref. No.** WPS - Targus TSS912

**Date** 4/27/2020  
**Exp. Date** 5/27/2020

**Sterling Account Manager**

Angie Sexton  
PO Box 1995  
303 Centennial Drive  
North Sioux City, SD 57049  
P: (605) 242-4037  
F: (605) 242-4001  
angie.sexton@sterling.com

**Customer Information**

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

Terms	FOB	Contract	Lead Time
Net 30	Destination	Open Market	30 Days ARO

Line No.	QTY	Part Number	Description	Unit Price	Extension
1	74	TSS912	Targus - 12" Vertical Slipcase with Hideaway Handles	\$13.99	\$1,035.26

**TOTAL \$ 1,035.26**

**Quotation Comments**

CAGE: 06AP0 | DUNS: 938836541  
TIN: 95-4634907 | F-23 12/09

# QUOTE CONFIRMATION



**DEAR BEN PROMES,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LJNQ051	4/8/2020	MICRO 2020	8474166	\$7,864.57

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>Microsoft Desktop Education - license &amp; software assurance - 1 license</u> Mfg. Part#: 2UJ-00011 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: MARKET	113	2320205	\$54.65	\$6,175.45
<u>Microsoft System Center Standard Edition - license &amp; software assurance - 2</u> Mfg. Part#: 9EN-00222 UNSPSC: 43232804 Electronic distribution - NO MEDIA Contract: MARKET	8	4323438	\$10.63	\$85.04
<u>Microsoft Windows Server Standard Edition - license &amp; software assurance -</u> Mfg. Part#: 9EM-00294 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: MARKET	40	4323436	\$9.67	\$386.80
<u>Microsoft Windows Server Datacenter Edition - license &amp; software assurance</u> Mfg. Part#: 9EA-00314 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: MARKET	32	4323432	\$38.04	\$1,217.28

PURCHASER BILLING INFO		SUBTOTAL	\$7,864.57
<b>Billing Address:</b> WAYNE SCHOOLS ACCTS PAYABLE 611 W 7TH ST WAYNE, NE 68787-1715 <b>Phone:</b> (402) 375-3150 <b>Payment Terms:</b> NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$7,864.57
		<b>DELIVER TO</b> <b>Shipping Address:</b> WAYNE SCHOOLS BEN PROMES 611 W 7TH ST WAYNE, NE 68787-1715 <b>Phone:</b> (402) 375-3150 <b>Shipping Method:</b> ELECTRONIC DISTRIBUTION	



Dan Behnke

(877) 325-6415

danbehn@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager

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# ORDER FORM



QUOTE # Q-107904  
DATE 4/13/2020  
EXPIRATION DATE 6/30/2020

**Bill To**  
Wayne Community Schools  
611 West Seventh Street  
Wayne, Nebraska 68787  
United States

**Ship To**  
Wayne Community Schools  
611 West Seventh Street  
Wayne, Nebraska 68787  
United States

Thank you for your interest in GoGuardian's products! This order form ("**Order Form**") identifies the GoGuardian products you have selected for subscription ("**Licensed Product(s)**"), the term of your initial subscription(s) to the Licensed Product(s) ("**Initial Term**"), the number of licenses included in your base subscription(s) ("**Licenses**"), as well as the fees associated with your base subscription(s), any Licenses you add to your subscription(s) during the Initial Term, and support and professional services related to the Licensed Product(s).

This Order Form, once executed by authorized representatives of Liminex, Inc. dba GoGuardian ("**GoGuardian**") and the organization listed below ("**Organization**," "**you**" or "**your**"), and together with GoGuardian's Product Terms of Service and End User License Agreement available at [www.goguardian.com/eula.html](http://www.goguardian.com/eula.html) (the "**Terms**" and, together with this Order Form, the "**Agreement**"), forms a binding contract. All capitalized terms not defined in this Order Form have the meaning given to them in the Terms. In the event of any conflict between this Order Form and the Terms, the terms set forth in this Order Form will prevail, but solely with respect to this Order Form. GoGuardian does not agree to any other terms, including without limitation any terms on your Organization's purchase order.

## SUBSCRIPTION FEES

Base Subscription Fees. Your base subscription fees for the Initial Term are based on the following Licensed Products and the number of Licenses specified below:

QTY	PART #	DESCRIPTION	Start Date	End Date	Rate	Extended
874	GG-TCR1Y-000500	GoGuardian Teacher	7/1/2020	6/30/2021	\$5.91	\$5,165.34
874	GG-ADM1Y-000500	GoGuardian Admin	7/1/2020	6/30/2021	\$5.91	\$5,165.34
<b>TOTAL (USD):</b>						<b>\$10,330.68</b>

Add-on Licenses. If during the Initial Term or during any Renewal Term, you would like to expand your base subscription(s) to include additional Licenses, please contact GoGuardian so that we can send you an additional Order Form for those 'add-on' Licenses ("**Add-Ons**"). If we do not hear from you and you deploy additional Licenses, we will send you an Order Form and invoice your Organization for subscriptions to the Add-Ons you use. Add-Ons, once deployed, will be rolled into your base subscription, and, collectively, are referred to as the "**Subscription**."

## RENEWAL SUBSCRIPTION TERMS

Following the Initial Term, your Subscription (including any Add-Ons during the previous term) will automatically renew on an annual basis for successive 12-month periods (each, a "**Renewal Term**," and together with the Initial Term, the "**Term**") at GoGuardian's then-current fees (including an Innovation Increase as defined below) for such Subscription, unless you provide us with written notice of cancellation or written intent not to renew at least sixty (60) days prior to the end of the then-current Term. Your cancellation will take effect as of the last day of your then-current Term and you will not be charged for the upcoming Renewal Term. You will not be entitled to receive a refund or credit of any subscription fees paid for your then-current Term even if you elect not to use the Subscription for the remainder of that Term.

## ORDER FORM



QUOTE # Q-107904  
DATE 4/13/2020  
EXPIRATION DATE 6/30/2020

### RENEWAL FEES

GoGuardian is dedicated to improving the Licensed Products on an ongoing basis through continued innovation in research and development.

For this reason, following the Initial Term, the Subscription Fee-Per License Price for each Licensed Product will be subject to an automatic fee increase equal to 0.0% above the Subscription Fee-Per License Price you paid for the Licensed Product in the previous term ("**Innovation Increase**"). Order Forms and invoicing for Renewal Terms will reflect the Innovation Increase and your renewal subscription fees will be calculated using the increased fees for the number of Licenses included in your Subscription. You agree to pay the Subscription Fees, reflecting the Innovation Increase, due for each Renewal Term as described herein, unless you decide not to renew the Subscription with GoGuardian in accordance with this Order Form.

### PAYMENT

Full payment of the Total Base Subscription Fees for Initial Term is required before access to the Subscription is provided for the Initial Term. Your Organization is responsible for all payment of fees associated with any Add-Ons. Payment for all fees, including any fees for Add-Ons, is due within thirty (30) days of invoice date. Payment of the applicable Total Base Subscription Fees (including fees for any Add-Ons) for each Renewal Term is also due up front in full in advance of each Renewal Term, Your Organization is responsible for all taxes and duties unless expressly included in this Order Form.

## **ATHLETIC TRAINER SERVICES AGREEMENT**

**THIS ATHLETIC TRAINER SERVICES AGREEMENT** (the “Agreement”) is made this 1st day of July, 2020 by and between Providence Medical Center, a Nebraska non-profit corporation, located at 1200 Providence Road, Wayne, Nebraska (hereinafter “PMC”) and Wayne Community Schools, located at 611 West 7<sup>th</sup> Street, Wayne, Nebraska (hereinafter “School District” or “School”).

### **RECITALS**

**WHEREAS**, PMC, in furtherance of its mission and commitment to providing services to enhance the health of the community, desires to improve the quality, accessibility and timing of services for the prevention, physical evaluation and physical reconditioning of injuries incurred through sport-induced trauma occurring during or in preparation for sports competition or the training of individuals involved in athletics at the School District;

**WHEREAS**, PMC has developed an Athletic Trainer Services program provided by certified and licensed athletic trainers to oversee the prevention and care of injuries to athletes, and is willing to provide such services to the School District; and

**WHEREAS**, school District is an educational institution located in Wayne, Nebraska that conducts a program of various interschool sports activities. School District desires to contract with PMC for the provision of athletic training and sports medicine services, in accordance with the terms and conditions of this Agreement;

**THEREFORE**, in consideration of the mutual promises set forth in the body of this Agreement, the parties agree as follows:

1. **ATHLETIC TRAINER SERVICES**. PMC shall provide, through employed and/or contracted certified and licensed athletic trainers, the athletic training services as described in this section. PMC and its employed or contracted athletic trainers comply with applicable federal civil rights laws and do not discriminate and will not deny or determine treatment on the basis of race, color, national origin, age, gender, gender identity or disability. The parties understand that the athletic trainers furnished hereunder by PMC are limited in their scope of practice under Nebraska law and cannot render the independent judgment of physicians. School District shall be solely responsible for securing physician coverage at sporting events at its own expense and under separate arrangement as School District deems necessary. The athletic trainer services will be performed by a certified athletic trainer and shall include, but shall not be limited to the following:

1.1 Be available to coaches and athletes during scheduled school visits;

1.2 Provide athletic training services in accordance with the standards as defined and stated by the National Athletic Trainer's Association and the Nebraska State Department of Health for the practice of Athletic Training.

1.3 Make appropriate referrals for medical evaluation and treatment as warranted by the circumstances. Whenever possible the referral will be made to the student's personal physician or other provider or facility preferred by the student, parent or guardian.

1.4 Maintain accurate and current documentation of assessed athletic injuries and interventions.

1.5 Provide event coverage as detailed in EXHIBIT A of this agreement.

2. **RESPONSIBILITIES OF SCHOOL DISTRICT.** Throughout the term of this Agreement, School District shall:

2.1 Provide the athletic trainers with adequate and appropriate space, facilities, supplies, equipment, services and assisting personnel to perform the services hereunder. School District shall consult with PMC in determining the necessary resources.

2.2 Abide by recommendations made by athletic trainers that a student athlete should not be permitted to play due to injury.

2.3 Be responsible for obtaining and retaining consent covering the delivery of athletic training services which is signed by the athlete, or in the case of a minor his/her parent or guardian of such minor, receiving services under this Agreement.

2.4 Provide athletic trainers with reasonable notice for scheduling parental counseling.

2.5 Periodically provide announcements and written acknowledgment of PMC Services at home events and sports-related activities or events.

3. **TERM.** The term of this Agreement shall commence on July 1, 2020 and shall continue in full force and effect for a period of one (1) year, and thereafter shall be renewed automatically for successive one (1) year terms unless sooner terminated by mutual agreement. Either party may, at any time, terminate this Agreement, with or without cause, upon sixty (60) days written notice to the other party.

4. **FEES.** Fees for service are detailed in EXHIBIT B of this agreement.

5. **DEFINITION.** Athletic training is practiced by athletic trainers, health care professionals who collaborate with physicians to optimize physical activity and athletic participation. Athletic training encompasses the prevention, diagnosis, and therapeutic intervention, including administration of first aid, and rehabilitation of emergency, acute, and chronic medical conditions or injuries involving impairment, functional limitations, and disabilities. Athletic trainers providing services under this Agreement will hold a current Nebraska state license to perform these functions, as defined and stated by the Nebraska State Department of Health for practice of athletic training.

6. **INDEPENDENT CONTRACTOR.** The parties are independent contractors in their relationship to one another and are not, by virtue of this Agreement or otherwise, made agents,

employees, employers, or joint ventures of one another. Neither party shall have authority to bind the other.

7. **INSURANCE.**

7.1 **PMC.** Throughout the term of this Agreement, PMC shall maintain in full force and effect, a policy of professional liability insurance covering PMC and its athletic trainers for all claims or liabilities arising out of their acts or omissions in providing services under this Agreement, in an amount not less than one million dollars (\$1,000,000) annual aggregate, through an insurer licensed or approved to do business in the state of Nebraska. Upon request of School District, PMC shall provide School District with a certificate of insurance demonstrating that such coverage is in full force and effect.

7.2 **School District.** Throughout the term of this Agreement, School District shall maintain in full force and effect, a policy of comprehensive general liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence, one million dollars (\$1,000,000) annual aggregate, through an insurer licensed or approved to do business in the state of Nebraska. Upon request of PMC, School District shall provide PMC with a certificate of insurance demonstrating that such coverage is in full force and effect.

Each party shall procure and maintain insurance coverage with limits of liability, policy forms and insurance carriers satisfactory to the other party. Each party shall provide the other with evidence of insurance periodically upon request.

8. **NO FEES TO STUDENTS / ADDITIONAL SERVICES.** PMC will not assess any fees individually to athletes in connection with the provision of services hereunder. In the event that a student athlete receiving services hereunder needs further services, he or she will obtain such services through local health care providers outside this Agreement. If requested by the athlete or his or her parents, the athlete may be referred to an appropriate provider by the athletic trainer.

9. **NO INTENT TO INDUCE REFERRALS.** Nothing in this Agreement is intended to induce either party to make referrals of patients or business to the other.

10. **CONFIDENTIALITY OF ATHLETES' RECORDS; HIPAA COMPLIANCE.** The parties agree that athletes' records are confidential and shall be handled in compliance with all state and federal laws governing such records. The parties understand and agree that any exchange of records and data will be conducted in a manner that prudently balances the interest of the School District, the applicable athlete and his/her family, PMC, and state or federal government representatives (if applicable). Furthermore, PMC recognizes its role in providing agreed upon Services to School District's athletes and agrees to comply with those provisions of the Health Insurance Portability and Accountability Act of 1996 as set forth in Title XI, Part C of the Social Security Act (42 U.S.C. § 1320d – 1329d-9) and the regulations thereunder (45 C.F.R. Parts 160, 162 and 164) as amended, or any successor law, if and to the extent applicable, which set forth standards for security and privacy of individually identifiable health information. All medical records and other individually identifiable health information disclosed to the parties, in any form, whether communicated electronically, on paper, or orally, shall be protected from unlawful disclosure in accordance with applicable federal and state law.

11. **LIMITATIONS ON LIABILITY.** Each party agrees to accept and is responsible for its own acts and omissions in providing services under this Agreement as well as those acts or omissions of its employees and agents and nothing in this Agreement shall be construed as placing any responsibility for such acts or omissions onto the other party.

12. **MISCELLANEOUS.** The following additional conditions apply to this Agreement:

12.1 **Assignment.** This Agreement may not be assigned or transferred without the written approval of the other party.

12.2 **Waiver.** The failure of either party to insist in any one or more instances upon performance of any terms or conditions of this Agreement shall not be construed as a waiver of future performance of any such term, covenant, or condition; but the obligations of such party with respect thereto shall continue in full force and effect.

12.3 **Recitals.** The recitals are intended to describe the intent of the parties and the circumstances under which this Agreement is executed and shall be considered in the interpretation of this Agreement.

12.4 **Amendment.** This Agreement may be amended only by written agreement of PMC and the School District.

12.5 **Applicable Law.** This Agreement shall be interpreted according to the laws of the state of Nebraska.

12.6 **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and subsumes and incorporates all prior written and oral statements and understandings.

12.7 **Third Party Beneficiaries.** This Agreement shall not be construed as creating any third party beneficiary rights on behalf of the athletic trainers, student athletes or any other party or entity.

12.8 **Severability.** If any term, provision, covenant, or condition of this Agreement is found to be invalid, void, or unenforceable, the remainder of the terms, provisions, covenants, or conditions, and the remainder of the Agreement shall remain in full force and effect and shall in no way be affected, impaired, or invalidated, unless to do so would materially destroy the underlying purpose of the Agreement.

12.9 **Notices.** Any notices required by this Agreement shall be sufficient if in writing and personally delivered or mailed, United States mail, first class, postage prepaid, to the addressee at its

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the date set forth below their name:

**PROVIDENCE MEDICAL CENTER**

**WAYNE PUBLIC SCHOOLS**

By:

Title: CEO

Date:

\_\_\_\_\_

By:

Title:

Date:

## **Athletic Trainer Services Agreement**

### **EVENT COVERAGE**

Athletic trainers will be available to coaches and athletes for home event coverage as available. Providence Medical Center Athletic trainers shall make reasonable efforts to attend each event agreed to between the parties; however, the parties understand that there may be occasions when athletic trainers are unable to attend a practice or competition. PMC will provide School District with advance notice, to the extent reasonably possible, to permit School District to make alternative arrangements as necessary in the event that the athletic trainers are unavailable.

### **RESPONSIBILITIES OF SCHOOL DISTRICT.**

Throughout the term of this Agreement, School District shall provide the athletic trainers with transportation to away competitions in the event that athletic trainer services are requested and transportation is needed.

The School will provide a secure area for storage of documentation and supplies. The School will provide and maintain a secure computer system for safe storage of electronic documentation.

### **YOUTH SPORT ENHANCEMENT; WEIGHT/AGILITY TRAINING**

The Providence Wellness Center staff will provide guidance and supervision of the summer weightlifting and agility training program as staffing allows.

**EXHIBIT B**  
**to**  
**Athletic Trainer Services Agreement**

**FEEES FOR SERVICE**

Fees for Athletic Training Services will be \$82,000 annually payable in monthly installments of \$6,833.33 throughout the term of this agreement

NEBRASKA DEPARTMENT OF EDUCATION  
SCHOOL FINANCE & ORGANIZATION SERVICES  
2020/21 STATE AID CERTIFICATION

**WAYNE COMMUNITY SCHOOLS ( 90-0017-000 )**

*FORMULA STUDENTS CALCULATION*

( Fall Membership	x	ADM/FM Ratio	)	+	Contracted Out	=	Formula Students
( 935	x	1.0061333635	)	+	1	=	941.73
KDG Adjustment		( 0 students x .5 )			times ADM Factor	=	0.00
Early Childhood (300)	( 20 students	x	612.0 hours / 1,032 hours	x	.6 )	=	7.12
<i>Total Formula Students</i>							<b>948.85</b>

*FORMULA NEEDS CALCULATION*

Basic Funding	10,193,717.00
Poverty Allowance	47,005.00
Limited English Proficiency Allowance	68,000.00
Focus School & Program Allowance	0.00
Summer School Allowance	3,851.00
Special Receipts Allowance	631,175.00
Transportation Allowance	224,001.00
Elementary Site Allowance	0.00
Distance Education & Telecommunications Allowance	17,154.00
Averaging Adjustment	0.00
New School Adjustment	0.00
Student Growth Adjustment	0.00
Community Achievement Plan Adjustment	0.00
Limited English Proficiency Allowance Correction	0.00
Student Growth Adjustment Correction	0.00
Poverty Allowance Correction	0.00
Non Qualified LEP Adjustment	0.00
Total Calculated Formula Needs	11,184,903.00
Formula Needs Stabilization	0.00
Total Formula Needs	11,184,903.00

*FORMULA RESOURCES CALCULATION*

Yield From Local Effort Rate	957,488,911 / 100 x 1.0000000000	9,574,889.00
Net Option Funding		159,333.00
Allocated Income Tax Funds		136,468.00
Other Actual Receipts		1,444,120.00
Community Achievement Plan Aid		0.00
Total Formula Resources		11,314,810.00

Some numbers may be rounded for presentation. For further information, see the "Tax Equity and Educational Opportunities Support Act" document available on the FOS/State Aid website. For questions, contact (402) 471-3323 or (402) 471-4320.

NEBRASKA DEPARTMENT OF EDUCATION  
SCHOOL FINANCE & ORGANIZATION SERVICES  
2020/21 STATE AID CERTIFICATION

WAYNE COMMUNITY SCHOOLS ( 90-0017-000 )

STATE AID CALCULATION

Equalization Aid	0.00
Net Option Funding	159,333.00
Allocated Income Tax Funds	136,468.00
Community Achievement Plan Aid	0.00
Total State Aid Calculated	295,801.00
Prior Year (2019/20) State Aid Correction	9,029.00
<b>Total State Aid</b>	<b>304,830.00</b>
Carryover Adjustment from years prior to 2019/20	0.00

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Some numbers may be rounded for presentation. For further information, see the "Tax Equity and Educational Opportunities Support Act" document available on the FOS/State Aid website. For questions, contact (402) 471-3323 or (402) 471-4320.

## **Agenda: Facility/Finance Committee Meeting – Wayne Board of Education**

**Date: 5-4-20 @ 7:00 AM Zoom - <https://zoom.us/j/98277086515>**

Attendee's: Board members, Lynn Junck, Jodi Pulfer, Justin Davis, Mark Lenihan, Supt.

### Finance committee

- Director's pay schedule for 2020-21
  - The committee recommended approval of the proposed 3% salary increase on the total package for director's to be presented to the board at the May 11th board meeting.
- Classified staff pay schedule for 2020-21
  - The committee recommended approval of the proposed 3% pay increase for classified staff, and an increase to the translating fee to \$18 per hour, to be presented to the board at the May 11th board meeting.
  - The increase is .40 cents per hour on base, .30 cents per hour for those off the schedule.
  - Dr. Lenihan will bring an approximate increase of total cost to the board meeting. Approx. \$35,000 - \$37,000 among about 100 total full time and part time staff members.
- AIM document draft - Para I health insurance proposal
  - After a lengthy discussion, this proposal was not voted out of committee.
    - Concerns with the impact on budget during this very difficult time economically.
    - Concerns of having only part of the classified, non-benefit staff receive health insurance.
    - The committee agreed to continue to explore possible considerations for health insurance for classified staff in the future.
- Technology purchase for 2020-21
  - The committee recommended to approve the purchase of technology equipment to be presented to the board at the May 11th board meeting
- General fund budgeting for 2020-21
  - The committee asked Dr. Lenihan begin work on the line item general fund budget using the same allocations as the 2019-20 school year if possible.

### Facilities

- Parking lot considerations/plan
- Summer plans
- Extended summer lunch plans

