

Board of Education Regular Meeting
Monday, June 13, 2022 5:00 PM
Early Learning Center, 803 Providence Road
611 West 7th Street
Wayne, Nebraska 68787

- I. Call the Meeting to Order
 - I.a. Pledge of Allegiance
 - I.b. Announce Open Meetings Act Posting and Location - Posted at Wayne Community Schools, Published in the Wayne Herald (6/9/2022), and online: www.wayneschools.org
 - I.c. Action on Absence and Roll Call
 - I.d. Approval of Agenda - The Board may enter Executive Session to discuss any matter for which Executive Session is lawful and appropriate.
 - I.e. Consent Agenda - Discuss, Consider, and Take Necessary Action on Minutes of Previous Meetings and Financial Claims
 - I.e.I. Approval of Minutes of Previous Meetings
 - I.e.II. Approval of Financial Reports and Claims
 - I.f. Personnel
 - I.f.I. Extra Duty Assignments
- II. Communications from the Public (Policy 8346) and Requested Presentations
 - II.a. Business and Industry Committee members BJ Woehler, Broch Muhs, John Vinchattle, Luke Virgil - Skills U.S.A. information
 - II.b. School Counselors - Information regarding Mental Health - Heartland
 - II.c. WCS Foundation Annual Report
- III. Action Items
 - III.a. Old Business
 - III.b. New Business

III.b.I. Construction Management at Risk Method of Construction Delivery - Discuss, Consider, and Take all Necessary Action with Regard to Selecting the Construction Management at Risk Method of Construction Delivery for a Proposed School Facility Project under the Political Subdivisions Construction Alternatives Act

III.b.II. Adopting the Construction Management at Risk Selection Criteria - Discuss, Consider, and Take all Necessary Action with Regard to Adopting the Construction Management at Risk Selection Criteria and the Evaluation Point Values for a Proposed School Facility Project

III.b.III. Appointing Member to the Construction Management at Risk Selection Committee - Discuss, Consider, and Take all Necessary Action with Regard to Appointing Members to the Construction Management at Risk Selection Committee for a Proposed School Facility Project

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

III.b.V. First Reading of K-6 2022-23 Student Handbook - Discuss, Consider, and Take Necessary Action on First Reading of K-6 2022-23 Student Handbook

III.b.VI. 2022-23 Milk and Dairy Prices - Discuss, Consider, and Take Necessary Action on 2022-23 Milk and Dairy Prices

III.b.VII. First Reading of 2022-23 Teacher Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2022-23 Teacher Handbook

III.b.VIII. First Student Bus Contract Addendum - Discuss, Consider, and Take Necessary Action on First Student Bus Contract Addendum

IV. Administration and Board Committee Reports:

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

IV.a.I. Superintendent

IV.a.I.1. Strategic Plan Update

IV.a.I.2. 2022-23 Substitute Teacher Rates

IV.a.I.3. Line Item Budget Update

IV.a.I.4. LB 644 - Joint Public Tax Request Hearing

If a school district is required to participate in the Joint Public Hearing due to their total tax request exceeding 2% plus real growth the district does **NOT** have to hold a tax request hearing. The Joint Public Hearing replaces the Tax Request Hearing. More information will be provided in the budget text to be released in June and will be covered at upcoming presentations including the June budget webinar.

IV.a.I.5. ESSA Monitoring Review (Every Student Succeeds Act)

IV.a.II. High School Principal

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

IV.a.III.1. Preliminary State Assessment Results

IV.a.IV. Elementary Principal

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

IV.b. Board Committees

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

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

IV.b.II.1. American Civics Report 2021-2022 school year

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

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

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

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

V. Boardsmanship

*Board Review of Policies 7000-8000

*NASB School Leaders & Law Conference - June 22-23, Kearney, NE

VI. Future Agenda Items

*Review of Policies:

2101: Superintendent as CEO of District

5415: Anti-Bullying

5416: Student Fees

5418: Homeless

6400: Parental Involvement

*Second Reading of 2022-23 K-6 Student Handbook

*Second Reading of 2022-23 Teacher Handbook

VII. Adjournment

**Wayne Community Schools
Board of Education Regular Meeting Minutes
May 9, 2022**

The regular meeting of the Wayne Board of Education was held at 611 West 7th Street, Wayne, NE, 68787, on Monday, May 9, 2022, at 5:00 PM. Notice of the meeting and place of agenda was posted at Wayne Community Schools, posted in The Wayne Herald (5/5/2022), and online: www.wayneschools.org. A copy of the Nebraska Open Meetings Act was displayed for the public to read.

Present Board Members:

Mr. Justin Davis
Mrs. Jaime Manz
Dr. Jodi Pulfer
Mrs. Sylvia Ruhl

Absent Board Members:

Mr. Lynn Junck
Dr. Jeryl Nelson

I. Call the Meeting to Order

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

I.a. Pledge of Allegiance

I.b. Announce Open Meetings Act Posting and Location - Posted at Wayne Community Schools, Published in the Wayne Herald (5/5/2022), and online: www.wayneschools.org

I.c. Action on Absence and Roll Call

Motion to excuse absent board members, Mr. Lynn Junck and Dr. Jeryl Nelson, passed with a motion by Mr. Justin Davis and a second by Mrs. Sylvia Ruhl. Motion carried with four yes votes.

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

Discussion: The Board excused the absences of Mr. Lynn Junck and Dr. Jeryl Nelson.

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 Mr. Justin Davis. Motion carried with four yes votes.

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

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

Motion to approve consent agenda, as presented, passed with a motion by Mr. Justin Davis and a second by Mrs. Sylvia Ruhl. Motion carried with four yes votes.

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

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

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

I.f. Personnel

Discussion: No report.

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

II.a. Jamie Behmer - Heartland Counselor

Discussion: Jamie Behmer, Heartland Counseling Services, introduced herself to the Board. She explained that she meets individually with students and that service will continue through the summer. She meets with students from the Elementary and Jr/Sr. High School.

III. Action Items

III.a. Old Business

III.a.I. Second Reading of 2022-23 7-12 Student Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2022-23 7-12 Student Handbook

Motion to approve the Second Reading of 2022-23 7-12 Student Handbook passed with a motion by Mrs. Sylvia Ruhl and a second by Mr. Justin Davis. Motion carried with four yes votes.

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

Discussion: Mr. Hight noted that the NSAA policy for Homeschool eligibility has been added to the handbooks.

III.a.II. Second Reading of 2022-23 Kids Club Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2022-23 Kids Club Handbook

Motion to approve the Second Reading of 2022-23 Kids Club Handbook passed with a motion by Mrs. Jaime Manz and a second by Mrs. Sylvia Ruhl. Motion carried with four yes votes.

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

Discussion: The Board approved the second reading of the 2022-23 Kids Club Handbook.

III.b. New Business

III.b.I. Construction Management @ Risk Process - Discuss, Consider, and Take Necessary Action on the CM@R Process

Motion to authorize the superintendent to proceed with legal counsel preparations of documents for the CM@R process passed with a motion by Mr. Justin Davis and a second by Mrs. Sylvia Ruhl. Motion carried with four yes votes.

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

Discussion: Dr. Lenihan presented the proposed timeline provided by Derek Aldredge of Perry Law Firm. The Board gave authorization to Dr. Lenihan to proceed with preparation for the CM@R process.

III.b.II. 2022-23 Nebraska ESUCC - Sysco Food Service Agreement - Discuss, consider, and take necessary action on the 2022-23 Nebraska ESUCC - Sysco Food Service Agreement

Motion to approve the 2022-23 Nebraska ESUCC - Sysco Food Service Agreement passed with a motion by Mrs. Sylvia Ruhl and a second by Mrs. Jaime Manz. Motion carried with four yes votes.

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

Discussion: The Board approved the Nebraska ESUCC-Sysco Food Service Agreement. This is an annual agreement and gives an idea of potential food supplies.

III.b.III. Computer Lab Work Stations and Monitors Quote - Discuss, Consider, and Take Necessary Action on Computer Lab Work Stations and Monitors Quote

Motion to approve the quote from Sterling, for \$58,432.68 for Optiplex towers and monitor screens for the high school computer lab, passed with a motion by Mrs. Sylvia Ruhl and a second by Mrs. Jaime Manz. Motion carried with four yes votes.

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

Discussion: The Board approved the quote from Sterling for new computers. The computers will be used in the classroom labs.

IV. Administration and Board Committee Reports:

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

IV.a.I. Superintendent

IV.a.I.1. Strategic Plan Update

Discussion: Dr. Lenihan discussed updates that he has done to the Strategic Plan. Dr. Lenihan will send the Board information as he completes it.

IV.a.I.2. ESU 1 - SIMPL Report

Discussion: Dr. Lenihan explained the SIMPL report. The report shows the usage of ESU 1 services the district has used.

IV.a.I.3. Business and Industry Committee April 14th Meeting Review

Discussion: Dr. Lenihan told the Board there was a good turn out for the April 14th Business and Industry Committee meeting. He received positive feedback from the participants. He thanked the CTE teachers for their input on the day.

IV.a.I.4. Rainbow World Summer Camp

Discussion: Rainbow World will be using the Elementary School Commons for their summer camp for school-aged students. They will be charged a daily fee for usage.

IV.a.I.5. Community Facility Committee Update

Discussion: Dr. Lenihan said the facility tours went well. Approximately nine people were at each tour. Monday, May 23, 2022, will be an additional facility tour, beginning at 5:00 p.m. The tour will be of the Jr/Sr High School.

IV.a.II. High School Principal

Discussion: Mr. Hight stated it has been a busy last month. Honors night went well. Graduation is set for Saturday, May 14 in the High School gym.

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

Discussion: Mrs. Bear noted that next year's Early Learning Center PK4 class is full and has a waiting list. The PK3 class is almost full for next year. She thanked Mrs. Jean Steen for all the work she has done. She also thanked Mrs. Mallorie Koch for her work. Mrs. Jean Steen said thanks to everyone who helped with Spring Sprints. It was a great day.

IV.a.IV. Elementary Principal

Discussion: Mr. Plager said there was a great turn out for the Elementary final concert. The first Title Wellness night had great attendance.

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

Discussion: Mr. Wragge said Fine Arts Awards Night and the Athletic Awards Night went well. Wayne will host District Golf.

IV.b. Board Committees

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

Discussion: Mr. Brandon Foote stated the Alumni Tournament raised \$3700.00. The Foundation will host an Ag Breakfast on June 15, 2022, at the Wayne Fire Hall.

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

Discussion: No report.

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

*Rule 10 Safety and Security Report

Discussion: Mr. Jordan Widner discussed the Rule 10 visit. Mr. Craig Frerichs had some recommendations, but was happy with the improvements that were done. Dr. Lenihan discussed the percentage of increases in benefits with the addition of the full-time paras and kitchen staff.

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

Discussion: Dr. Lenihan stated there are new policy updates coming in. The Policy Committee will need to meet to discuss these changes.

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

Discussion: No report.

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

Discussion: No report.

V. Boardsmanship

V.a. May Honor Coffee

Discussion: Competitors from FCCLA STAR State Competition were honored at the May Honor Coffee.

VI. Future Agenda Items:

- *Tour of Early Learning Center
- *WCS Foundation 501 Status
- *Substitute Teacher Rates
- *Extra Duty Positions
- *Teacher Handbook
- *Wellness Policy Review (Policy 5417)
- *First Reading of K-6 Student Handbook
- *Set Hot Lunch/Breakfast and Milk Prices

Discussion: Additional Future Agenda Items include: CM@R

VII. Adjournment

Motion to Adjourn Meeting passed with a motion by Mrs. Jaime Manz and a second by Mrs. Sylvia Ruhl. Motion carried with four yes votes.

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

Discussion: The meeting was adjourned at 6:19 p.m. The next regular Board Meeting will be Monday, June 13, 2022. The meeting will be held at the Early Learning Center.

Deb Daum, Secretary

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 05/12/2022; End Date: 05/12/2022; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ([FUND] = "06") ; Created On: 5/11/2022 6:10:44 PM

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05122022	State Nebraska Bank	540978	5242	Cash-Wa Distributing	\$9,692.27	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Cash-Wa Distributing		5-1-2022	06-2-031000-610-000-000	supply, SN		\$834.52
Cash-Wa Distributing		5-1-2022	06-2-031000-630-000-000	food, SN		\$8,857.75
Sub Total						\$9,692.27
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05122022	State Nebraska Bank	540978	5243	Craig Janke	\$22.95	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Craig Janke		Acct. 1454	06-1-016110-000-000-000	refund on student meal account/child receipts		\$22.95
Sub Total						\$22.95
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05122022	State Nebraska Bank	540978	5244	Earthgrains Baking Companies, Inc.	\$1,360.59	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Earthgrains Baking Companies, Inc.		5/2022	06-2-031000-630-000-000	food, SN		\$1,360.59
Sub Total						\$1,360.59
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05122022	State Nebraska Bank	540978	5245	Hiland Dairy	\$4,502.66	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Hiland Dairy		4/30/22	06-2-031000-630-000-000	food, SN		\$4,502.66
Sub Total						\$4,502.66
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05122022	State Nebraska Bank	540978	5246	James Bierbower	\$290.65	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
James Bierbower		Acct. 887	06-1-016110-000-000-000	refund on student meal account/child receipts		\$290.65
Sub Total						\$290.65
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05122022	State Nebraska Bank	540978	5247	Jeff Carlson	\$26.15	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Jeff Carlson		Acct. 457	06-1-016110-000-000-000	refund on student meal account/child receipts		\$26.15
Sub Total						\$26.15
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05122022	State Nebraska Bank	540978	5248	Jeramy Klausen	\$209.30	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Jeramy Klausen		Acct. 1284	06-1-016110-000-000-000	refund on student meal account/child receipts		\$209.30
Sub Total						\$209.30
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05122022	State Nebraska Bank	540978	5249	Jeremy Bartos	\$11.45	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Jeremy Bartos		Acct. 171	06-1-016110-000-000-000	refund on student meal account/child receipts		\$11.45
Sub Total						\$11.45
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05122022	State Nebraska Bank	540978	5250	Leslie Schulz	\$29.80	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05122022	State Nebraska Bank	540978	5260	Sysco	\$12,533.39	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Sysco		5/10/2022	06-2-031000-610-000-000	supply, SN		\$1,150.37
Sysco		5/10/2022	06-2-031000-630-000-000	food, SN		\$11,383.02
Sub Total						\$12,533.39
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05122022	State Nebraska Bank	540978	5261	Tim Barnes	\$16.90	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Tim Barnes		Acct. 676	06-1-016110-000-000-000	refund on student meal account/child receipts		\$16.90
Sub Total						\$16.90
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05122022	State Nebraska Bank	540978	5262	Vince Kniesche	\$26.80	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Vince Kniesche		Acct. 162	06-1-016110-000-000-000	refund on student meal account/child receipts		\$26.80
Sub Total						\$26.80
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05122022	State Nebraska Bank	540978	5263	Wayne County Farm Bureau	\$2,543.20	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wayne County Farm Bureau		4/12/2022	06-2-031000-630-000-000	food, SN (beef)		\$2,543.20
Sub Total						\$2,543.20
Grand Total						\$31,927.50

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 05/12/2022; End Date: 05/12/2022; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: (FUND) = "06" ; Created On: 5/11/2022 6:10:44 PM

Check Date	Check Number	Payee	Type	Amount
05/12/2022	5242	Cash-Wa Distributing	Accounts Payable	\$9,692.27
05/12/2022	5243	Craig Janke	Accounts Payable	\$22.95
05/12/2022	5244	Earthgrains Baking Companies, Inc.	Accounts Payable	\$1,360.59
05/12/2022	5245	Hiland Dairy	Accounts Payable	\$4,502.66
05/12/2022	5246	James Bierbower	Accounts Payable	\$290.65
05/12/2022	5247	Jeff Carlson	Accounts Payable	\$26.15
05/12/2022	5248	Jeremy Klausen	Accounts Payable	\$209.30
05/12/2022	5249	Jeremy Bartos	Accounts Payable	\$11.45
05/12/2022	5250	Leslie Schulz	Accounts Payable	\$29.80
05/12/2022	5251	Logan Kinzie	Accounts Payable	\$70.75
05/12/2022	5252	Major Refrigeration Co., Inc.	Accounts Payable	\$256.50
05/12/2022	5253	Mark Aschoff	Accounts Payable	\$11.10
05/12/2022	5254	Melissa Brader	Accounts Payable	\$17.75
05/12/2022	5255	Nicole Frahm	Accounts Payable	\$68.00
05/12/2022	5256	Pac 'n' Save	Accounts Payable	\$122.74
05/12/2022	5257	Patricia Alcantara	Accounts Payable	\$8.75
05/12/2022	5258	Patrick O'Reilly	Accounts Payable	\$66.85
05/12/2022	5259	Sean Spann	Accounts Payable	\$38.95
05/12/2022	5260	Sysco	Accounts Payable	\$12,533.39
05/12/2022	5261	Tim Barnes	Accounts Payable	\$16.90
05/12/2022	5262	Vince Kniesche	Accounts Payable	\$26.80
05/12/2022	5263	Wayne County Farm Bureau	Accounts Payable	\$2,543.20
Sub Total				\$31,927.50

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 05/12/2022; End Date: 05/12/2022; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ([FUND] = "06") ; Created On: 5/11/2022 6:10:44 PM

Check Date	Check Number	Payee	Description	Type	Amount
05/12/2022	5242	Cash-Wa Distributing	food & supply, SN	Accounts Payable	\$9,692.27
05/12/2022	5243	Craig Janke	refund on student meal account	Accounts Payable	\$22.95
05/12/2022	5244	Earthgrains Baking Companies, Inc.	food, SN	Accounts Payable	\$1,360.59
05/12/2022	5245	Hiland Dairy	food, SN	Accounts Payable	\$4,502.66
05/12/2022	5246	James Bierbower	refund on student meal account	Accounts Payable	\$290.65
05/12/2022	5247	Jeff Carlson	refund on student meal account	Accounts Payable	\$26.15
05/12/2022	5248	Jeremy Klausen	refund on student meal account	Accounts Payable	\$209.30
05/12/2022	5249	Jeremy Bartos	refund on student meal account	Accounts Payable	\$11.45
05/12/2022	5250	Leslie Schulz	refund on student meal account	Accounts Payable	\$29.80
05/12/2022	5251	Logan Kinzie	refund on student meal account	Accounts Payable	\$70.75
05/12/2022	5252	Major Refrigeration Co., Inc.	service on 2-door freezer	Accounts Payable	\$256.50
05/12/2022	5253	Mark Aschoff	refund on student meal account	Accounts Payable	\$11.10
05/12/2022	5254	Melissa Brader	refund on student meal account	Accounts Payable	\$17.75
05/12/2022	5255	Nicole Frahm	refund on student meal account	Accounts Payable	\$68.00
05/12/2022	5256	Pac 'n' Save	food & supply, SN	Accounts Payable	\$122.74
05/12/2022	5257	Patricia Alcantara	refund on student meal account	Accounts Payable	\$8.75
05/12/2022	5258	Patrick O'Reilly	refund on student meal account	Accounts Payable	\$66.85
05/12/2022	5259	Sean Spann	refund on student meal account	Accounts Payable	\$38.95
05/12/2022	5260	Sysco	food & supply, SN	Accounts Payable	\$12,533.39
05/12/2022	5261	Tim Barnes	refund on student meal account	Accounts Payable	\$16.90
05/12/2022	5262	Vince Kniesche	refund on student meal account	Accounts Payable	\$26.80
05/12/2022	5263	Wayne County Farm Bureau	Beef in Schools	Accounts Payable	\$2,543.20
Sub Total					\$31,927.50

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 05/31/2022; End Date: 05/31/2022; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: (FUND) = "06"; Created On: 5/31/2022 2:17:57 PM

Check Date	Check Number	Payee	Type	Amount
05/31/2022	5270	Nebraska School Nutrition Association	Accounts Payable	\$300.00
05/31/2022	5271	UNL - Pierce County Extension	Accounts Payable	\$270.00
Sub Total				\$570.00

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 05/31/2022; End Date: 05/31/2022; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ([FUND] = "06") ; Created On: 5/31/2022 2:17:57 PM

Check Date	Check Number	Payee	Description	Type	Amount
05/31/2022	5270	Nebraska School Nutrition Association	registration fees for two staff members	Accounts Payable	\$300.00
05/31/2022	5271	UNL - Pierce County Extension	reg. for two staff members	Accounts Payable	\$270.00
Sub Total					\$570.00

Wayne Public Schools

Check Listing Report June 13, 2022 Board Meeting

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2395	State Nebraska Bank	540951		Internal Revenue Service - EFT	\$874.40	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Internal Revenue Service - EFT		052522PY	03-2-090000-000-000-000	052522 Special Payroll Federal Taxes		\$874.40
Sub Total						\$874.40
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2394	State Nebraska Bank	540951		Internal Revenue Service - EFT	\$122,712.45	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Internal Revenue Service - EFT		052022PY	03-2-090000-000-000-000	PY -2022 Federal Taxes		\$122,712.45
Sub Total						\$122,712.45
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2394	State Nebraska Bank	540951		Nebraska Retirement System - EFT	\$104,984.37	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Nebraska Retirement System - EFT		05202022PY	03-2-090000-000-000-000	PF 5-2022 Retirement EFT		\$104,984.37
Sub Total						\$104,984.37
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2396	State Nebraska Bank	537047		State Nebraska Bank - EFT	\$41.53	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
State Nebraska Bank - EFT		052722	01-2-025100-610-000-000	8 books of deposit slips		\$41.53
Sub Total						\$41.53
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2394	State Nebraska Bank	540951		State of Nebraska - EFT	\$18,321.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
State of Nebraska - EFT		052022PY	03-2-090000-000-000-000	PY 5-2022 State Income Taxes		\$18,321.00
Sub Total						\$18,321.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2395	State Nebraska Bank	540951		State of Nebraska - EFT	\$146.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
State of Nebraska - EFT		052522PY	03-2-090000-000-000-000	052522 Special Payroll State Taxes		\$146.00
Sub Total						\$146.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2398	State Nebraska Bank	112507	1015	Houghton Mifflin Harcourt Publ. Co.	\$4,241.02	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Houghton Mifflin Harcourt Publ. Co.		955549069	02-2-011000-640-000-000	Math Essentials Manipulative kits		\$4,241.02
Sub Total						\$4,241.02
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2398	State Nebraska Bank	112507	1016	Sterling Computers	\$7,567.26	Accounts Payable

Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Sterling Computers		0123911	02-2-022300-650-000-000	29 24" Dell Monitors		\$7,567.26
Sub Total						\$7,567.26
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2393	State Nebraska Bank	540951	1492	Aetna Insurance	\$5,200.14	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Aetna Insurance		052022Ret	03-2-090000-000-000-000	Retirees' Insurance 5-2022		\$5,200.14
Sub Total						\$5,200.14
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2393	State Nebraska Bank	540951	1493	Ameritas Life Insurance Co. (Dent)	\$198.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Ameritas Life Insurance Co. (Dent)		05202022Ret	03-2-090000-000-000-000	Retirees' Dental Ins. 5-2022		\$198.00
Sub Total						\$198.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2393	State Nebraska Bank	540951	1494	Mutual of Omaha	\$1.48	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Mutual of Omaha		052022Ret	03-2-090000-000-000-000	Retiree's life Ins. 5-2022		\$1.48
Sub Total						\$1.48
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2399	State Nebraska Bank	540935	1670	Carlson West Povondra Architects	\$750.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Carlson West Povondra Architects		22130-1	08-2-043000-340-000-000	Bond Study- 10% earned		\$750.00
Sub Total						\$750.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2399	State Nebraska Bank	540935	1671	Jorgensen Concrete & Construction	\$22,950.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Jorgensen Concrete & Construction		2022-07	08-2-026300-450-000-000	tear out & disposal of existing concrete, install rebar & new concrete in parking lot, dig out, form up and pour 2 concrete pads		\$22,950.00
Sub Total						\$22,950.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
GF-05242022	State Nebraska Bank	537047	22455	National Art and School Supplies	\$1,764.69	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
National Art and School Supplies		10128 dated 7/1/2021	01-2-011000-610-001-010	2021 coop order/HS t. sup.		\$283.22
National Art and School Supplies		10128 dated 7/1/2021	01-2-011000-610-005-010	2021 coop order/ES t. sup.		\$1,079.27
National Art and School Supplies		10128 dated 7/1/2021	01-2-011000-610-006-010	2021 coop order/JH t. sup.		\$134.75
National Art and School Supplies		10128 dated 7/1/2021	01-2-011900-610-300-000	2021 coop order/ELC sup.		\$32.55
National Art and School Supplies		10128 dated 7/1/2021	01-2-012003-610-005-011	2021 coop order/ES SPED. t. sup.		\$80.16
National Art and School Supplies		10128 dated 7/1/2021	01-2-012003-610-006-011	2021 coop order/JH SPED t. sup.		\$31.68
National Art and School Supplies		10128 dated 7/1/2021	01-2-022200-610-001-000	2021 coop order/HS libr. sup.		\$26.47
National Art and School Supplies		10128 dated 7/1/2021	01-2-022200-610-006-000	2021 coop order/JH libr. t. sup.		\$13.23
National Art and School Supplies		10128 dated 7/1/2021	01-2-069970-610-000-002	2021 coop order/after school program sup.		\$83.36

Sub Total						\$1,764.69
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22457	Ace Hardware & Home	\$39.95	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Ace Hardware & Home	6504-2022	8222, 8473	01-2-026200-431-005-010	ES bldg upkeep & rep.	06/07/2022	\$29.97
Ace Hardware & Home	6504-2022	8222, 8473	01-2-026200-610-000-000	maint. supply, dist.	06/07/2022	\$9.98
Sub Total						\$39.95
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22458	Amazon Capital Services	\$1,579.99	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Amazon Capital Services	6127-2022	1VKD-3G1L-6QDD	01-2-011000-610-005-010	ES t. supply	06/02/2022	\$343.48
Amazon Capital Services	6664-2022	136Y-VH79-X7H9	01-2-011000-610-006-010	HS t. supply	06/07/2022	\$71.46
Amazon Capital Services	6664-2022	136Y-VH79-X7H9	01-2-011000-610-006-010	JH t. supply	06/07/2022	\$35.73
Amazon Capital Services	6664-2022	136Y-VH79-X7H9	01-2-025100-810-000-020	office supply, dist.	06/07/2022	\$61.43
Amazon Capital Services	6123-2022	1VGJ-VQ7P-RFVW	01-2-011000-610-005-010	ES t. supply	06/07/2022	\$341.20
Amazon Capital Services	6093-2022	13CP-F9KG-9KMG	01-2-011000-610-005-010	ES t. supply	06/07/2022	\$244.65
Amazon Capital Services	6126-2022	1XXN-C14M-G1VW	01-2-011000-610-005-010	ES t. supply	06/07/2022	\$89.84
Amazon Capital Services	6132-2022	11LL-GPQ6-1MD7	01-2-024100-610-005-000	ES princ. office supply	06/07/2022	\$17.79
Amazon Capital Services	6113-2022	1CTV-VCQ3-9MKT	01-2-021200-610-005-000	ES guidance office supply	06/07/2022	\$314.93
Amazon Capital Services	6576-2022	179J-6c69-497D	01-2-023200-610-000-000	(2) dual monitor stands/(1) supt. supply, (1) supply, office dist.	06/08/2022	\$29.74
Amazon Capital Services	6576-2022	179J-6c69-497D	01-2-025100-610-000-000	(2) dual monitor stands/(1) supt. supply, (1) supply, office dist.	06/08/2022	\$29.74
Sub Total						\$1,579.99
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22459	American Broadband	\$3,205.26	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
American Broadband		3-5-6 22	01-2-011000-382-000-000	k-12 phone service June '22		\$792.04
American Broadband		3-5-6 22	01-2-011000-382-000-000	k-12 phone service Mar-April-May '22		\$2,381.97
American Broadband		0522F	01-2-011900-382-300-000	Final Bill ABB Internet ELC		\$31.25
Sub Total						\$3,205.26
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22460	Auto Anatomy Alternatives LLC	\$137.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Auto Anatomy Alternatives LLC		RO#2373	01-2-027320-350-000-001	'07 Dodge Grand Caravan side door hinge replaced		\$137.00
Sub Total						\$137.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22461	Black Hills Energy	\$462.52	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Black Hills Energy		52422	01-2-026100-621-001-000	HS Natural Gas Svc. 4-22 thru 5-23		\$169.17
Black Hills Energy		52422	01-2-026100-621-005-000	ES Natural Gas svc 4-22 thru 5-23		\$208.76
Black Hills Energy		52422	01-2-026100-621-006-000	JH Natural Gas Svc 4-22 thru 5-23		\$84.59

Sub Total						\$462.52
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22462	Blick Art Materials	\$107.45	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Blick Art Materials	6128-2022	8639033	01-2-011000-610-005-010	ES t. supply	06/08/2022	\$50.45
Blick Art Materials	6537-2022	8681137	01-2-011000-610-005-010	coop order/ES t. supply	06/09/2022	\$19.00
Blick Art Materials	6537-2022	8681137	01-2-011900-610-300-000	coop order/ELC supply	06/09/2022	\$38.00
Sub Total						\$107.45
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22463	Bomgaars	\$240.71	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Bomgaars		51622	01-2-026200-431-001-010	6 florescent bulbs for elevator		\$23.97
Bomgaars		51622	01-2-026200-610-000-000	bolts, nuts, flat washers, iron hanger		\$4.25
Bomgaars		51622	01-2-026300-431-000-020	air filter, jack, tube mount, trailer tire		\$122.52
Bomgaars		51622	01-2-026300-431-001-020	3 hydrangea plants		\$89.97
Sub Total						\$240.71
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22464	BSN Sports, LLC	\$178.12	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
BSN Sports, LLC	6542-2022	917245554	01-2-021900-610-001-000	coop order/HS athletic supplies	06/08/2022	\$178.12
Sub Total						\$178.12
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22465	Builder's Resource	\$498.80	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Builder's Resource	6511-2022	128162,128193,128228	01-2-026200-431-001-010	materials for HS Room 109 SPED office/HS bldg. upkeep & repair	06/07/2022	\$498.80
Sub Total						\$498.80
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22466	Cantrell, Anthony S	\$200.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Cantrell, Anthony S		52022	01-2-011000-610-006-120	used dust collector		\$200.00
Sub Total						\$200.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22467	CDW Government, Inc.	\$7,864.57	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
CDW Government, Inc.	6478-2022	W997339	01-2-022300-650-001-020	Microsoft Desktop Education with system & Windows server components/HS tech software sup	06/08/2022	\$2,595.31
CDW Government, Inc.	6478-2022	W997339	01-2-022300-650-005-020	Microsoft Desktop Education with system & Windows server components/ES tech software sup.	06/08/2022	\$4,010.93
CDW Government, Inc.	6478-2022	W997339	01-2-022300-650-006-020	Microsoft Desktop Education with system & Windows server components/JH tech software sup	06/08/2022	\$1,258.33

Sub Total						\$7,864.57
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22468	Chemsearch FE	\$1,026.79	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Chemsearch FE		7808488	01-2-026200-431-005-010	ES water treatment contract		\$1,026.79
Sub Total						\$1,026.79
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22469	City of Wayne	\$17,987.77	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
City of Wayne		060922	01-2-026100-410-001-000	HS water 4-14 thru 5-13		\$1,078.62
City of Wayne		060922	01-2-026100-410-005-000	ES water 4-14 to 5-13		\$1,701.27
City of Wayne		060922	01-2-026100-410-006-000	JH water 4-14 to 5-13		\$531.26
City of Wayne		060922	01-2-026100-621-001-010	HS electricity 4-14 thru 5-13		\$5,082.25
City of Wayne		060922	01-2-026100-621-005-000	ES electricity 4-14 to 5-13		\$6,662.86
City of Wayne		060922	01-2-026100-621-006-010	JH electricity 4-14 to 5-13		\$2,503.19
City of Wayne		060922	01-2-026100-621-300-010	ELC electricity 4-14 thru 5-13		\$428.32
Sub Total						\$17,987.77
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22470	Cole Papers Inc.	\$3,455.19	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Cole Papers Inc.	6276C-2022	10147138	01-2-026200-610-000-000	maint. supply, dist.	06/08/2022	\$20.52
Cole Papers Inc.	6506-2022	10140551,10143802,10147139,10149	01-2-026200-610-000-000	maint. supplies, dist.	06/08/2022	\$3,434.67
Sub Total						\$3,455.19
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22471	Constellation NewEnergy Gas Div., LLC	\$4,463.89	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Constellation NewEnergy Gas Div., LLC		060922	01-2-026100-621-001-000	HS natural gas supply 3-23 to 4-22		\$1,743.85
Constellation NewEnergy Gas Div., LLC		060922	01-2-026100-621-005-000	ES natural gas supply charges 3-23 to 4-22		\$1,861.13
Constellation NewEnergy Gas Div., LLC		060922	01-2-026100-621-006-000	JH Natural gas supply charges 3-23 to 4-22		\$858.91
Sub Total						\$4,463.89
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22472	Curtis& Coleen Jeffries (Copy Write Publishin	\$504.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Curtis& Coleen Jeffries (Copy Write Publishin		21862	01-2-021900-890-001-000	printing graduation programs		\$504.00
Sub Total						\$504.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22473	Eakes Office Solutions	\$714.69	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Eakes Office Solutions	6665-2022	8503552-0	01-2-025100-610-000-000	print order for letterhead envelopes/supplies, office. dist.	06/08/2022	\$714.69
Sub Total						\$714.69

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22474	East West Books	\$182.92	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
East West Books		ARU0337656	01-2-022200-640-005-000	ES library books		\$182.92
Sub Total						\$182.92
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22475	EducationQuest Foundation	\$115.05	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
EducationQuest Foundation		060122	01-1-019250-000-000-012	return unused grant funding- 8th grade campus visit grant		\$115.05
Sub Total						\$115.05
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22476	Egan Supply Co.	\$899.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Egan Supply Co.	6505-2022	352377,352377A	01-2-026200-610-000-000	maint. supplies, dist.	06/08/2022	\$746.60
Egan Supply Co.	6513-2022	353106	01-2-026200-610-000-000	maint. supply, dist.	06/08/2022	\$152.40
Sub Total						\$899.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22477	Electronic Contracting Company Inc.	\$162.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Electronic Contracting Company Inc.		28599, 28600	01-2-026100-350-000-000	ES Monitoring service 6/22-8/22		\$81.00
Electronic Contracting Company Inc.		28599, 28600	01-2-026100-350-000-000	JH/HS alarm monitoring 6/22-8/22		\$81.00
Sub Total						\$162.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22478	Engineered Controls	\$420.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Engineered Controls		173517	01-2-026200-431-005-010	service on heating and cooling outside air lockouts		\$420.00
Sub Total						\$420.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22479	Fairfield by Marriott Omaha Northwest	\$2,409.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Fairfield by Marriott Omaha Northwest		434Y800002654	01-2-021900-580-001-010	State track lodging May 17-18		\$2,409.00
Sub Total						\$2,409.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22480	First Concord Benefits Group	\$100.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
First Concord Benefits Group		060422	01-2-025100-810-000-010	125 plan monthly fee		\$100.00
Sub Total						\$100.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type

2397	State Nebraska Bank	537047	22481	First Student, Inc.	\$54,020.78	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
First Student, Inc.		1188962	01-2-021900-580-001-000	HS athletics trips April '22		\$3,909.13
First Student, Inc.		1188962	01-2-021900-580-001-000	HS field trips 4-26, 4-27, 4-28		\$280.62
First Student, Inc.		1188962	01-2-021900-580-001-030	HS band trip District Music		\$489.64
First Student, Inc.		1188962	01-2-021900-580-001-030	HS choir trip District Music		\$185.64
First Student, Inc.		1188962	01-2-021900-580-005-000	ES field trips 4-14, 4-27, 4-29		\$1,461.25
First Student, Inc.		1188962	01-2-021900-580-006-000	JH Athletic trips April '22		\$1,722.62
First Student, Inc.		1188962	01-2-021900-580-006-000	JH band trip Honor Band		\$288.86
First Student, Inc.		1188962	01-2-021900-580-006-000	JH Speech trips 4-9 & 4-22		\$697.78
First Student, Inc.		1188962	01-2-021900-580-300-000	ELC field trips 4-13 & 4-14		\$72.19
First Student, Inc.		1188962	01-2-027100-519-000-000	May '22 regular routes		\$39,455.45
First Student, Inc.		1188962	01-2-027100-626-000-000	April excess fuel charges		\$5,457.60
Sub Total						\$54,020.78
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22482	Gopher	\$429.71	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Gopher	6096-2022	IN183426	01-2-011000-610-005-000	ES P.E. supplies	06/08/2022	\$429.71
Sub Total						\$429.71
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22483	Grossenburg Implement, Inc.	\$65.02	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Grossenburg Implement, Inc.	6509-2022	1491872, 1499176	01-2-026300-431-000-020	JD mower parts/grounds upkeep & maint., dist.	06/03/2022	\$65.02
Sub Total						\$65.02
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22484	Guarantee Roofing & Sheet Metal, Inc.	\$525.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Guarantee Roofing & Sheet Metal, Inc.		10504	01-2-026200-431-001-010	HS roof repair		\$525.00
Sub Total						\$525.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22485	Harris School Solutions	\$5,190.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Harris School Solutions	6450-2022	HAPXT0000604, HAPMN0000613	01-2-025100-650-000-000	AptaFund Time Keeping Annual Fee (5/22-4/23)/Acctg. Software, dist office	06/08/2022	\$2,340.00
Harris School Solutions	6450-2022	HAPXT0000604, HAPMN0000613	01-2-025100-650-000-000	AptaFund Time Keeping Installation Setup & Training/Acctg. Software, dist. office	06/08/2022	\$2,150.00
Harris School Solutions	6450-2022	HAPXT0000604, HAPMN0000613	01-2-025100-650-000-000	WebEx training/Acctg. Software, dist. office	06/08/2022	\$700.00
Sub Total						\$5,190.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22486	Heartland Counseling Services, Inc.	\$1,000.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Heartland Counseling Services, Inc.		601	01-2-064110-340-000-001	May contracted counseling services		\$1,000.00
Sub Total						\$1,000.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22487	Hometown Leasing	\$1,986.70	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Hometown Leasing		053122	01-2-025300-443-000-010	monthly copier leases		\$1,986.70
Sub Total						\$1,986.70
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22488	IXL Learning, Inc.	\$6,375.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
IXL Learning, Inc.	6138-2022	S434465	01-2-011000-643-005-000	1 yr. site license/t. supply, Web Based, ES	06/08/2022	\$6,375.00
Sub Total						\$6,375.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22489	J.W. Pepper & Son Inc.	\$11.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
J.W. Pepper & Son Inc.		364311311	01-2-011000-610-001-060	HS choir music for district music		\$11.00
Sub Total						\$11.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22490	Jennifer Davis	\$365.04	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Jennifer Davis		06922	01-2-027120-332-000-001	SPED Transportation 5-6 to 5-19		\$365.04
Sub Total						\$365.04
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22491	K-Log, Inc.	\$3,074.90	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
K-Log, Inc.	6446-2022	22-314590-1	01-2-026200-610-000-120	2-step w/handrails and skirting for stage/furn. & fixt. sup., maint. dist.	06/09/2022	\$3,074.90
Sub Total						\$3,074.90
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22492	KSB School Law	\$227.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
KSB School Law		12147	01-2-023300-317-000-000	May legal services		\$227.50
Sub Total						\$227.50
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22493	Lexia Learning	\$3,335.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Lexia Learning	6682-2022	SIN083194	01-2-011000-643-005-000	LETRS bundle (5) print + license/t. supply, Web Based, elem.	06/07/2022	\$3,335.00
Sub Total						\$3,335.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22494	Lutt Oil	\$2,545.37	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount

Lutt Oil		6922	01-2-011000-580-001-100	May travel AG/FFA		\$108.50
Lutt Oil		6922	01-2-013000-610-000-000	May Drivers' Ed gas		\$390.48
Lutt Oil		6922	01-2-021900-580-001-000	May Athletics gas		\$581.53
Lutt Oil		6922	01-2-021900-580-001-030	May Choir/Band gas		\$34.14
Lutt Oil		6922	01-2-023200-580-000-000	May superintendent gas		\$63.31
Lutt Oil		6922	01-2-025100-580-000-000	MJR to BCBS managers meeting		\$12.06
Lutt Oil		6922	01-2-026500-626-000-000	May custodian pickup & grounds		\$597.96
Lutt Oil		6922	01-2-026500-626-000-000	May lunch gas		\$193.59
Lutt Oil		6922	01-2-027120-626-000-001	May SPED gas		\$563.80
Sub Total						\$2,545.37

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22495	Mackin Educational Resources	\$347.97	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Mackin Educational Resources	6066B-2022	739150	01-2-035350-610-000-002	22 library books/HAL t. supply	06/08/2022	\$347.97
Sub Total						\$347.97

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22496	Main Street Garage, LLC	\$1,630.14	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Main Street Garage, LLC		011041,011233,011277,011221	01-2-013000-350-000-000	'06 Ford Taurus install drivers' ed brake		\$85.00
Main Street Garage, LLC		011238,011227,011242,011229,0112	01-2-026500-350-000-000	'06 Ford Super Duty (band truck) oc & inspection		\$107.30
Main Street Garage, LLC		011041,011233,011277,011221	01-2-027300-350-000-000	'06 Ford Taurus 2 tires mounted and balanced		\$309.04
Main Street Garage, LLC		011041,011233,011277,011221	01-2-027300-350-000-000	'06 Ford Taurus oil change & inspection		\$105.10
Main Street Garage, LLC		011238,011227,011242,011229,0112	01-2-027300-350-000-000	'11 Ford E350 (regular ed) oc & inspection		\$109.50
Main Street Garage, LLC		011238,011227,011242,011229,0112	01-2-027300-350-000-000	'11 Ford E350 (regular education) oc & inspection		\$109.50
Main Street Garage, LLC		011238,011227,011242,011229,0112	01-2-027300-350-000-000	'11 Ford Expedition (regular education) oc & inspection		\$113.90
Main Street Garage, LLC		011299	01-2-027300-350-000-000	'11 Ford Expedition tire repair		\$25.00
Main Street Garage, LLC		011238,011227,011242,011229,0112	01-2-027300-350-000-000	'13 Ford Fusion (reg ed.) oc & inspection		\$109.50
Main Street Garage, LLC		011238,011227,011242,011229,0112	01-2-027300-350-000-000	'16 Ford Expedition (regular education) oc & inspection		\$109.50
Main Street Garage, LLC		011041,011233,011277,011221	01-2-027320-350-000-001	'06 Ford Freestar oil change & inspection (SPED vehicle)		\$105.10
Main Street Garage, LLC		011041,011233,011277,011221	01-2-027320-350-000-001	'11 Ford E-350 (SPED) oil change and inspection		\$109.50
Main Street Garage, LLC		011238,011227,011242,011229,0112	01-2-027320-350-000-001	'14 Chevy Express (SPED) oc & inspection		\$122.70
Main Street Garage, LLC		011238,011227,011242,011229,0112	01-2-027320-350-000-001	'14 Ford Flex (SPED) oc & inspection		\$109.50
Sub Total						\$1,630.14

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22497	Menards - Norfolk	\$1,568.87	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Menards - Norfolk	6651-2022	24244	01-2-026200-431-000-010	materials to update ES office, HS Room 202/bldg, upkeep & rep. dist.	06/07/2022	\$1,396.89
Menards - Norfolk	6129-2022	24243	01-2-011000-610-005-010	2 shelving units/ES t. supply	06/07/2022	\$171.98
Sub Total						\$1,568.87

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22498	Midamerica Books	\$245.85	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Midamerica Books	6121-2022	553352	01-2-022200-640-005-000	ES libr. books	06/07/2022	\$245.85
Sub Total						\$245.85
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22499	Midwest Technology Products	\$59.26	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Midwest Technology Products	6545-2021-2022	2128514	01-2-011000-610-005-010	coop order/ES t. supply	06/08/2022	\$59.26
Sub Total						\$59.26
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22500	Money Handling Machines, Inc.	\$72.76	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Money Handling Machines, Inc.	6610-2022	377555	01-2-025100-610-000-000	6 printer ribbons for coin counter/office supply, dist.	06/08/2022	\$72.76
Sub Total						\$72.76
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22501	NAEA District III	\$300.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
NAEA District III	6591-2022	3	01-2-021900-810-001-000	Dist. 3 dues-2022-2023 chapter fee for FFA/HS dues & fees	05/25/2022	\$300.00
Sub Total						\$300.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22502	NCECBVI	\$398.40	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
NCECBVI		O-977	01-2-021810-591-000-001	April & May '22 Vision Services JG		\$398.40
Sub Total						\$398.40
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22503	NE FFA Assoc	\$80.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
NE FFA Assoc	6569-2022	Horse109	01-2-011000-610-001-100	reg. (8 students) for State Horse Judging/ad classroom	05/23/2022	\$80.00
Sub Total						\$80.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22504	Nebraska Council Of School Administrators	\$3,399.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Nebraska Council Of School Administrators		2223Mem	01-2-024100-810-005-000	22-23 NCSA Dues JE		\$335.00
Nebraska Council Of School Administrators		2223Mem	01-2-024100-810-005-000	22-23 NCSA Dues RP		\$594.00
Nebraska Council Of School Administrators		2223Mem	01-2-024100-810-006-000	22-23 dues NCSA DW		\$335.00
Nebraska Council Of School Administrators	6611-2022	e15883-694096	01-2-012001-810-000-001	reg. for Adm. Days/dues & fees - supt. HS princ., JH princ. (2) ES princ., SPED director	06/07/2022	\$260.00
Nebraska Council Of School Administrators	6611-2022	e15883-694096	01-2-023200-810-000-000	reg. for Adm. Days/dues & fees - supt. HS princ., JH princ. (2) ES princ., SPED director	06/07/2022	\$260.00

Nebraska Council Of School Administrators	6611-2022	e15883-694096	01-2-024100-810-001-000	reg. for Adm. Days/dues & fees - supt. HS princ., JH princ. (2) ES princ., SPED director	06/07/2022	\$260.00
Nebraska Council Of School Administrators	6611-2022	e15883-694096	01-2-024100-810-005-000	reg. for Adm. Days/dues & fees - supt. HS princ., JH princ. (2) ES princ., SPED director	06/07/2022	\$510.00
Nebraska Council Of School Administrators	6611-2022	e15883-694096	01-2-024100-810-006-000	reg. for Adm. Days/dues & fees - supt. HS princ., JH princ. (2) ES princ., SPED director	06/07/2022	\$260.00
Nebraska Council Of School Administrators	6669-2022	0622TH	01-2-024100-810-001-000	2022-23 membership for T. Hight/dues & fees, HS princ.	06/10/2022	\$585.00
Sub Total						\$3,399.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22505	Nebraska School Activities Assoc.	\$180.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Nebraska School Activities Assoc.		622	01-2-021900-810-001-000	22-23 Activities Registration (non-athletic)		\$180.00
Sub Total						\$180.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22506	Norfolk Daily News	\$344.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Norfolk Daily News	6440-2022	6560030	01-2-023100-540-000-000	employment ad for asst. elem. principal/advertising, board	06/03/2022	\$344.00
Sub Total						\$344.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22507	Northeast Nebraska Insurance	\$27,872.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Northeast Nebraska Insurance		6922	01-2-011000-271-000-000	work comp teachers		\$6,668.79
Northeast Nebraska Insurance		6922	01-2-024100-271-000-000	work comp- admin		\$928.56
Northeast Nebraska Insurance		6922	01-2-025100-271-000-000	Work comp others		\$844.15
Northeast Nebraska Insurance		6922	01-2-026100-520-000-000	liability insurance		\$4,226.50
Northeast Nebraska Insurance		6922	01-2-026100-520-000-010	property insurance		\$13,024.00
Northeast Nebraska Insurance		6922	01-2-026500-520-000-000	Auto insurance		\$2,180.00
Sub Total						\$27,872.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22508	One Source	\$30.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
One Source		2022010243	01-2-023300-317-000-000			\$30.00
Sub Total						\$30.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22509	Pac 'n' Save	\$247.18	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Pac 'n' Save		6122	01-2-011000-610-001-030	milk, butter, eggs, flour, sugar, baking powder and soda, chocolate chips, dish soap, orange juice, flour tortillas, half & half, cheddar cheese, cream cheese, bagels, turkey sandwich meat, blueberries, lettuce, onions, raspberries, grapes, strawberries		\$142.16
Pac 'n' Save		6122	01-2-011000-610-006-030	bread, eggs, english muffins, flour tortillas, oats, bacon bits, bacon, ham sandwich meat, avocado, potatoes, peppers		\$61.63

Pac 'n' Save		6122	01-2-023100-610-000-000	cookies		\$19.86
Pac 'n' Save		6122	01-2-064110-610-000-001	MTSS meeting- IDEA CCEIS- candy and cookies		\$23.53
Sub Total						\$247.18

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22510	Paper 101	\$11,593.72	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Paper 101	6473-2022	215659-00	01-2-011000-610-001-080	Annual Buy Paper Order/copy paper HS	06/08/2022	\$3,158.63
Paper 101	6473-2022	215659-00	01-2-011000-610-005-080	Annual Buy Paper Order/copy paper ES	06/08/2022	\$6,657.79
Paper 101	6473-2022	215659-00	01-2-011000-610-006-080	Annual Buy Paper Order/copy paper JH	06/08/2022	\$1,579.30
Paper 101	6473-2022	215659-00	01-2-011900-610-300-000	Annual Buy Paper Order/copy paper ELC	06/08/2022	\$198.00
Sub Total						\$11,593.72

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22511	Parco Scientific Company	\$39.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Parco Scientific Company	6545-2022	PU117863	01-2-011000-610-001-070	coop order/HS science lab supply	06/07/2022	\$39.00
Sub Total						\$39.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22512	Perry, Guthery, Haase &	\$300.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Perry, Guthery, Haase &		51922	01-2-023300-317-000-000	May legal questions		\$300.00
Sub Total						\$300.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22513	Plunkett's/Varment Guard	\$251.15	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Plunkett's/Varment Guard		251.15	01-2-026200-431-000-010	monthly pest control		\$251.15
Sub Total						\$251.15

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22514	Porter Trustin Carlson Co.	\$1,830.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Porter Trustin Carlson Co.		0026323	01-2-026200-431-001-010	3 safety straps HS gym		\$1,830.00
Sub Total						\$1,830.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22515	Power Spelling, Inc.	\$632.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Power Spelling, Inc.	6135-2022	1273	01-2-011000-643-005-000	1 yr. subscription/t. supply - Web Based, ES	06/08/2022	\$632.00
Sub Total						\$632.00

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22516	PowerSchool Group, LLC	\$6,063.93	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount

PowerSchool Group, LLC	6596-2022	INV303366	01-2-022300-650-000-020	PowerSchool annual maint. & support/tech software sup. tech. dist.	05/25/2022	\$6,063.93
Sub Total						\$6,063.93
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22517	Providence Medical Center	\$880.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Providence Medical Center		5004569	01-2-021610-591-000-001	April SPED OT svcs- Providence Medical		\$762.50
Providence Medical Center		5004569	01-2-021710-591-000-001	April SPED PT svcs- Providence Medical		\$117.50
Sub Total						\$880.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22518	Radio Accounting Service	\$390.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Radio Accounting Service		KWITF0066	01-2-023100-540-000-000	Anti-Drunk Driving Ad		\$390.00
Sub Total						\$390.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22519	Rasmussen Mechanical Services	\$24,428.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Rasmussen Mechanical Services		SRV092177	01-2-026200-431-005-010	ES air handler, cooling tower and pump parts replacement		\$2,186.00
Rasmussen Mechanical Services		0622	01-2-026400-431-000-000	Preventive Maintenance Contract Year 2		\$22,242.00
Sub Total						\$24,428.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22520	Really Good Stuff, LLC	\$112.68	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Really Good Stuff, LLC	6114-2022	7938012	01-2-011000-610-005-010	ES t. supply	06/07/2022	\$112.68
Sub Total						\$112.68
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22521	Reallyville Media LLC	\$675.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Reallyville Media LLC	6125-2022	168	01-2-021200-610-005-000	lesson plan subscription/ES guidance supply	06/08/2022	\$675.00
Sub Total						\$675.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22522	S & S Worldwide, Inc.	\$412.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
S & S Worldwide, Inc.	6539-2022	IN100997789	01-2-011000-610-005-010	coop order-construction paper/ES t. supply	06/09/2022	\$371.25
S & S Worldwide, Inc.	6539-2022	IN100997789	01-2-011000-610-006-010	coop order-construction paper/JH t. supply	06/09/2022	\$41.25
Sub Total						\$412.50
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22523	S.D. 17 Lunch Fund	\$52.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
S.D. 17 Lunch Fund		052022	01-2-011900-610-300-010	ELC May staff meals		\$52.00

Sub Total						\$52.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22524	School Health Corporation	\$559.20	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
School Health Corporation	6547-2022	4054099-00	01-2-021900-610-001-000	athl. tape (coop order)/JH, HS athl. sup.	05/25/2022	\$372.80
School Health Corporation	6547-2022	4054099-00	01-2-021900-610-006-000	athl. tape (coop order)/JH, HS athl. sup.	05/25/2022	\$186.40
Sub Total						\$559.20
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22525	Security Shredding Services	\$52.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Security Shredding Services		18923	01-2-025100-310-000-020	Shredding 1.5 bin		\$52.50
Sub Total						\$52.50
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22526	Sterling Computers	\$3,433.68	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Sterling Computers	6521-2022	0122891	01-2-022300-650-001-010	ViewSonic Digital Signage Appliance/HS tech. hardware sup.	05/24/2022	\$1,345.57
Sterling Computers	6594-2022	0122585	01-2-022300-650-001-010	3 Epson Powerlite Projectors/ES, JH, HS tech hardware sup.	05/25/2022	\$447.37
Sterling Computers	6594-2022	0122585	01-2-022300-650-005-010	3 Epson Powerlite Projectors/ES, JH, HS tech hardware sup.	05/25/2022	\$447.37
Sterling Computers	6594-2022	0122585	01-2-022300-650-006-010	3 Epson Powerlite Projectors/ES, JH, HS tech hardware sup.	05/25/2022	\$447.37
Sterling Computers	6595-2022	0122635	01-2-022300-650-001-010	adaptors for new teacher laptops/tech hardware supply	06/03/2022	\$242.45
Sterling Computers	6595-2022	0122635	01-2-022300-650-005-010	adaptors for new teacher laptops/tech hardware supply	06/03/2022	\$373.00
Sterling Computers	6595-2022	0122635	01-2-022300-650-006-010	adaptors for new teacher laptops/tech hardware supply	06/03/2022	\$130.55
Sub Total						\$3,433.68
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22527	Sunnyview Place, LLC	\$3,932.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Sunnyview Place, LLC		060122	01-2-026100-441-300-000	Monthly Rent ELC		\$3,932.00
Sub Total						\$3,932.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22528	Super Duper Publications	\$99.98	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Super Duper Publications	6124-2022	2739626	01-2-012003-610-005-011	ES SPED t. supply	06/08/2022	\$99.98
Sub Total						\$99.98
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22529	The Flower Cellar	\$314.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
The Flower Cellar	6553-2022	493	01-2-011000-610-001-100	fresh flowers/ag classroom sup.	05/25/2022	\$314.50

Sub Total						\$314.50
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22530	Toledo Physical Education Supply	\$419.10	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Toledo Physical Education Supply	6103-2022	311727-00	01-2-011000-610-005-000	ES P.E. supply	06/07/2022	\$419.10
Sub Total						\$419.10
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22531	Toni Rasmussen	\$66.69	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Toni Rasmussen		060122	01-2-011000-580-001-100	D3 Meeting in Hooper on 5-4-22		\$66.69
Sub Total						\$66.69
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22532	Typing Agent	\$1,511.73	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Typing Agent	6089-2022	5228243	01-2-011000-643-005-000	subscription renewal/t. supply - Web Based, ES	06/08/2022	\$1,511.73
Sub Total						\$1,511.73
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22533	U.S. Bank	\$872.97	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
U.S. Bank		52522	01-2-021900-580-001-010	Gas State Golf @ Scotts Bluff		\$104.02
U.S. Bank		52522	01-2-023100-610-000-000	Binders for community meeting		\$396.97
U.S. Bank		52522	01-2-064110-610-000-001	Meals for MTSS meeting- IDEA CCEIS		\$371.98
Sub Total						\$872.97
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22534	US Cellular	\$62.59	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
US Cellular		0509929784	01-2-025100-382-000-000	Maint Dir. Cell phone bill		\$62.59
Sub Total						\$62.59
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22535	Waste Connections of Nebraska Inc.	\$1,161.37	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Waste Connections of Nebraska Inc.		2442078T052	01-2-026200-410-000-010	June garbage & recycling		\$627.17
Waste Connections of Nebraska Inc.		2442078T052	01-2-026200-410-000-010	May '22 extra roll off and extra pickup		\$474.20
Waste Connections of Nebraska Inc.		2442078T052	01-2-026200-410-000-010	May '22 second extra roll off delivery		\$60.00
Sub Total						\$1,161.37
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22536	Wayne Herald	\$1,760.09	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wayne Herald		53122	01-2-023100-540-000-000	graduation tab		\$185.00

Wayne Herald		53122	01-2-023100-540-000-000	help wanted ads		\$432.00
Wayne Herald		53122	01-2-023100-540-000-000	insert newsletter		\$224.48
Wayne Herald		53122	01-2-023100-540-000-000	legals		\$441.92
Wayne Herald		53122	01-2-023100-540-000-000	magnet ad		\$75.00
Wayne Herald		53122	01-2-023100-540-000-000	Power Drive Ad		\$54.00
Wayne Herald		53122	01-2-023100-540-000-000	print newsletter		\$177.69
Wayne Herald		53122	01-2-023100-540-000-000	state track ad		\$70.00
Wayne Herald		53122	01-2-023100-540-000-000	website ad		\$100.00
Sub Total						\$1,760.09

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
2397	State Nebraska Bank	537047	22537	Zach Heating and Cooling	\$699.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Zach Heating and Cooling		24290	01-2-026200-431-000-010	7 lbs R22, charge ac, dispatch fee		\$699.00
Sub Total						\$699.00
Grand Total						\$515,238.84

Wayne Public Schools

Check Listing Report June 13, 2022 Board Meeting

Check Date	Check Number	Payee	Amount
05/20/2022		Internal Revenue Service - EFT	\$122,712.45
05/20/2022		Nebraska Retirement System - EFT	\$104,984.37
05/20/2022		State of Nebraska - EFT	\$18,321.00
05/20/2022	1492	Aetna Insurance	\$5,200.14
05/20/2022	1493	Ameritas Life Insurance Co. (Dent)	\$198.00
05/20/2022	1494	Mutual of Omaha	\$1.48
05/24/2022	22455	National Art and School Supplies	\$1,764.69
05/25/2022		Internal Revenue Service - EFT	\$874.40
05/25/2022		State of Nebraska - EFT	\$146.00
05/27/2022		State Nebraska Bank - EFT	\$41.53
06/10/2022	1015-Depreciation F	Houghton Mifflin Harcourt Publ. Co.	\$4,241.02
06/10/2022	1016-Depreciation F	Sterling Computers	\$7,567.26
06/10/2022	1670-Building F	Carlson West Povondra Architects	\$750.00
06/10/2022	1671-Building F	Jorgensen Concrete & Construction	\$22,950.00
06/10/2022	22457	Ace Hardware & Home	\$39.95
06/10/2022	22458	Amazon Capital Services	\$1,579.99
06/10/2022	22459	American Broadband	\$3,205.26
06/10/2022	22460	Auto Anatomy Alternatives LLC	\$137.00
06/10/2022	22461	Black Hills Energy	\$462.52
06/10/2022	22462	Blick Art Materials	\$107.45
06/10/2022	22463	Bomgaars	\$240.71
06/10/2022	22464	BSN Sports, LLC	\$178.12
06/10/2022	22465	Builder's Resource	\$498.80
06/10/2022	22466	Cantrell, Anthony S	\$200.00
06/10/2022	22467	CDW Government, Inc.	\$7,864.57
06/10/2022	22468	Chemsearch FE	\$1,026.79
06/10/2022	22469	City of Wayne	\$17,987.77
06/10/2022	22470	Cole Papers Inc.	\$3,455.19
06/10/2022	22471	Constellation NewEnergy Gas Div., LLC	\$4,463.89
06/10/2022	22472	Curtis& Coleen Jeffries (Copy Write Publishin	\$504.00
06/10/2022	22473	Eakes Office Solutions	\$714.69
06/10/2022	22474	East West Books	\$182.92
06/10/2022	22475	EducationQuest Foundation	\$115.05
06/10/2022	22476	Egan Supply Co.	\$899.00
06/10/2022	22477	Electronic Contracting Company Inc.	\$162.00
06/10/2022	22478	Engineered Controls	\$420.00
06/10/2022	22479	Fairfield by Marriott Omaha Northwest	\$2,409.00
06/10/2022	22480	First Concord Benefits Group	\$100.00
06/10/2022	22481	First Student, Inc.	\$54,020.78
06/10/2022	22482	Gopher	\$429.71
06/10/2022	22483	Grossenburg Implement, Inc.	\$65.02
06/10/2022	22484	Guarantee Roofing & Sheet Metal, Inc.	\$525.00
06/10/2022	22485	Harris School Solutions	\$5,190.00
06/10/2022	22486	Heartland Counseling Services, Inc.	\$1,000.00
06/10/2022	22487	Hometown Leasing	\$1,986.70
06/10/2022	22488	IXL Learning, Inc.	\$6,375.00
06/10/2022	22489	J.W. Pepper & Son Inc.	\$11.00
06/10/2022	22490	Jennifer Davis	\$365.04
06/10/2022	22491	K-Log, Inc.	\$3,074.90
06/10/2022	22492	KSB School Law	\$227.50
06/10/2022	22493	Lexia Learning	\$3,335.00
06/10/2022	22494	Lutt Oil	\$2,545.37
06/10/2022	22495	Mackin Educational Resources	\$347.97

06/10/2022	22496	Main Street Garage, LLC	\$1,630.14
06/10/2022	22497	Menards - Norfolk	\$1,568.87
06/10/2022	22498	Midamerica Books	\$245.85
06/10/2022	22499	Midwest Technology Products	\$59.26
06/10/2022	22500	Money Handling Machines, Inc.	\$72.76
06/10/2022	22501	NAEA District III	\$300.00
06/10/2022	22502	NCECBVI	\$398.40
06/10/2022	22503	NE FFA Assoc	\$80.00
06/10/2022	22504	Nebraska Council Of School Administrators	\$3,399.00
06/10/2022	22505	Nebraska School Activities Assoc.	\$180.00
06/10/2022	22506	Norfolk Daily News	\$344.00
06/10/2022	22507	Northeast Nebraska Insurance	\$27,872.00
06/10/2022	22508	One Source	\$30.00
06/10/2022	22509	Pac 'n' Save	\$247.18
06/10/2022	22510	Paper 101	\$11,593.72
06/10/2022	22511	Parco Scientific Company	\$39.00
06/10/2022	22512	Perry, Guthery, Haase &	\$300.00
06/10/2022	22513	Plunkett's/Varment Guard	\$251.15
06/10/2022	22514	Porter Trustin Carlson Co.	\$1,830.00
06/10/2022	22515	Power Spelling, Inc.	\$632.00
06/10/2022	22516	PowerSchool Group, LLC	\$6,063.93
06/10/2022	22517	Providence Medical Center	\$880.00
06/10/2022	22518	Radio Accounting Service	\$390.00
06/10/2022	22519	Rasmussen Mechanical Services	\$24,428.00
06/10/2022	22520	Really Good Stuff, LLC	\$112.68
06/10/2022	22521	Reallyville Media LLC	\$675.00
06/10/2022	22522	S & S Worldwide, Inc.	\$412.50
06/10/2022	22523	S.D. 17 Lunch Fund	\$52.00
06/10/2022	22524	School Health Corporation	\$559.20
06/10/2022	22525	Security Shredding Services	\$52.50
06/10/2022	22526	Sterling Computers	\$3,433.68
06/10/2022	22527	Sunnyview Place, LLC	\$3,932.00
06/10/2022	22528	Super Duper Publications	\$99.98
06/10/2022	22529	The Flower Cellar	\$314.50
06/10/2022	22530	Toledo Physical Education Supply	\$419.10
06/10/2022	22531	Toni Rasmussen	\$66.69
06/10/2022	22532	Typing Agent	\$1,511.73
06/10/2022	22533	U.S. Bank	\$872.97
06/10/2022	22534	US Cellular	\$62.59
06/10/2022	22535	Waste Connections of Nebraska Inc.	\$1,161.37
06/10/2022	22536	Wayne Herald	\$1,760.09
06/10/2022	22537	Zach Heating and Cooling	\$699.00
05/19/2022	5264	Aetna Insurance	\$2,500.03
05/19/2022	5265	Ameritas Life Insurance Co. (Dent)	\$77.36
05/19/2022	5265	Ameritas Life Insurance Co. (Dent)	\$77.36
05/19/2022	5265	Ameritas Life Insurance Co. (Dent)	\$79.20
05/19/2022	EFT	Direct Deposit	\$16,207.39
05/19/2022	5266	Elkhorn Valley Bank	\$400.00
05/19/2022	5267	Mutual of Omaha	\$24.72
05/19/2022	5267	Mutual of Omaha	\$19.50
05/19/2022	5268	S.D. 17 Payroll Account	\$673.63
05/19/2022	5268	S.D. 17 Payroll Account	\$2,556.76
05/19/2022	5268	S.D. 17 Payroll Account	\$597.96
05/19/2022	5268	S.D. 17 Payroll Account	\$2,762.15
05/19/2022	5268	S.D. 17 Payroll Account	\$412.69
05/19/2022	5268	S.D. 17 Payroll Account	\$449.06
05/19/2022	5269	Wayne Public School Foundatio	\$30.00

Wayne Public Schools

Check Listing Report- June 13, 2022 Board Meeting

Accounting Cycle: FY21-22; Begin Date: 05/10/2022; End Date: 06/10/2022; Bank: State Nebraska Bank; Sort by Element: FUND; Account Expression: ((FUND) IN ("01","03","08","02","07","09")); Created On: 6/10/2022 3:26:35 PM

Check Date	Check Number	Payee	Description	Type	Amount
06/10/2022	22457	Ace Hardware & Home	glass cleaner, foam gap filler	Accounts Payable	\$39.95
05/20/2022	1492	Aetna Insurance	Retirees Insurance Payment 5-2022	Accounts Payable	\$5,200.14
06/10/2022	22458	Amazon Capital Services	calculator ribbon, label tape	Accounts Payable	\$17.79
06/10/2022	22458	Amazon Capital Services	electric pencil sharpeners, coin envelopes, tickets, storage bins, currency counter cleaning cards	Accounts Payable	\$168.62
06/10/2022	22458	Amazon Capital Services	40 Fact Tracker Magic Tree House books - 4th grade	Accounts Payable	\$244.65
06/10/2022	22458	Amazon Capital Services	2 dual monitor stands	Accounts Payable	\$59.48
06/10/2022	22458	Amazon Capital Services	bulletin board sets, star stickers, tab folders, 2 heavy duty desktop letter trays, dry erase markers, magnetic numbers, velcro dots, 40 pack pencil storage pouches, sensory toys, beads, 30 pack scissors	Accounts Payable	\$314.93
06/10/2022	22458	Amazon Capital Services	50 assorted book titles SM	Accounts Payable	\$341.20
06/10/2022	22458	Amazon Capital Services	4-24 pack paper folders, 39 sets addition flash cards, chart stickers, 39 sets subtraction flash cards	Accounts Payable	\$343.48
06/10/2022	22458	Amazon Capital Services	72 pencil pouches	Accounts Payable	\$89.84
06/10/2022	22459	American Broadband	Final Bill for ELC internet-ABB	Accounts Payable	\$31.25
06/10/2022	22459	American Broadband	k-12 phone service March thru June	Accounts Payable	\$3,174.01
05/20/2022	1493	Ameritas Life Insurance Co. (Dent)	Retirees' Dental Ins 5-2022	Accounts Payable	\$198.00
06/10/2022	22460	Auto Anatomy Alternatives LLC	Replace side door hinge '07 Dodge Grand Caravan	Accounts Payable	\$137.00
06/10/2022	22461	Black Hills Energy	ES, JH, HS Natural Gas Service 4-22 thru 5-23	Accounts Payable	\$462.52
06/10/2022	22462	Blick Art Materials	10 Mavalus tape	Accounts Payable	\$50.45
06/10/2022	22462	Blick Art Materials	3 tempa paint sticks	Accounts Payable	\$57.00
06/10/2022	22463	Bomgaars	air filter, bolts, nuts, fasteners, iron hanger, jack, tube mount, trailer tire, 3 hydrangeas, 6 fluorescent bulbs for elevator	Accounts Payable	\$240.71
06/10/2022	22464	BSN Sports, LLC	10 basketball scorebooks, 36 scrimmage vests	Accounts Payable	\$178.12
06/10/2022	22465	Builder's Resource	SPED office-pine, wall angle, caulk, gypsum board, joint compound, drywall adhesive, percussion bits, 2x6, screws	Accounts Payable	\$498.80
06/10/2022	22466	Cantrell, Anthony S	Dust Collector	Accounts Payable	\$200.00
06/10/2022	1670	Carlson West Povondra Architects	WCS Bond Study	Accounts Payable	\$750.00
06/10/2022	22467	CDW Government, Inc.	Microsoft licenses and software assurance	Accounts Payable	\$7,864.57
06/10/2022	22468	Chemsearch FE	ES water treatment contract	Accounts Payable	\$1,026.79
06/10/2022	22469	City of Wayne	Electricity & water 4-14 thru 5-13	Accounts Payable	\$17,987.77
06/10/2022	22470	Cole Papers Inc.	roll towels, bath tissue, hygiene disposal bags, can liners, foaming hand sanitizer	Accounts Payable	\$3,434.67
06/10/2022	22470	Cole Papers Inc.	can liner	Accounts Payable	\$20.52
06/10/2022	22471	Constellation NewEnergy Gas Div., LLC	Natural Gas supply charges 3-23 to 4-22	Accounts Payable	\$4,463.89
06/10/2022	22472	Curtis & Coleen Jeffries (Copy Write Publishin	Graduation Programs	Accounts Payable	\$504.00
06/10/2022	22473	Eakes Office Solutions	letterhead and envelopes	Accounts Payable	\$714.69
06/10/2022	22474	East West Books	ES library books	Accounts Payable	\$182.92
06/10/2022	22475	EducationQuest Foundation	Return unused grant funding	Accounts Payable	\$115.05
06/10/2022	22476	Egan Supply Co.	kling bowl cleaner, h2orange, windex, strip pads,	Accounts Payable	\$746.60
06/10/2022	22476	Egan Supply Co.	cleaning cloths and brooms	Accounts Payable	\$152.40
06/10/2022	22477	Electronic Contracting Company Inc.	alarm monitoring services	Accounts Payable	\$162.00
06/10/2022	22478	Engineered Controls	service on heating and cooling outside air lockouts	Accounts Payable	\$420.00
06/10/2022	22479	Fairfield by Marriott Omaha Northwest	State track lodging	Accounts Payable	\$2,409.00
06/10/2022	22480	First Concord Benefits Group	monthly 125 plan fee	Accounts Payable	\$100.00
06/10/2022	22481	First Student, Inc.	May regular routes, excess fuel charges and April fieldtrips	Accounts Payable	\$54,020.78
06/10/2022	22482	Gopher	ES P.E. supplies- training hurdles, tuff tote, flag belt systems, batting tees	Accounts Payable	\$429.71
06/10/2022	22483	Grossenburg Implement, Inc.	John Deere mower parts	Accounts Payable	\$65.02
06/10/2022	22484	Guarantee Roofing & Sheet Metal, Inc.	HS roof repair	Accounts Payable	\$525.00
06/10/2022	22485	Harris School Solutions	AptaFund Time Keeping Installation, setup, training, payroll rules update and annual fee	Accounts Payable	\$5,190.00
06/10/2022	22486	Heartland Counseling Services, Inc.	May Contracted Counseling Services	Accounts Payable	\$1,000.00
06/10/2022	22487	Hometown Leasing	Monthly copier leases	Accounts Payable	\$1,986.70
06/10/2022	1015	Houghton Mifflin Harcourt Publ. Co.	Math Textbook Manipulatives	Accounts Payable	\$4,241.02
05/20/2022		Internal Revenue Service - EFT	PY 5-2022 Federal Taxes	Accounts Payable	\$122,712.45
05/25/2022		Internal Revenue Service - EFT	052522 Special Payroll Federal Taxes	Accounts Payable	\$874.40
06/10/2022	22488	IXL Learning, Inc.	1 Year site license ES Math & ELA	Accounts Payable	\$6,375.00
06/10/2022	22489	J.W. Pepper & Son Inc.	HS choir music for district music	Accounts Payable	\$11.00
06/10/2022	22490	Jennifer Davis	SPED transportation 5-6 to 5-19 HD	Accounts Payable	\$365.04
06/10/2022	1671	Jorgensen Concrete & Construction	HS/JH tear out existing concrete, install rebar, pour new concrete parking lot, dig out, form up, pour concrete pads	Accounts Payable	\$22,950.00
06/10/2022	22491	K-Log, Inc.	2 step w handrails for stage and skirting for stage	Accounts Payable	\$3,074.90

06/10/2022	22492	KSB School Law	May legal services	Accounts Payable	\$227.50
06/10/2022	22493	Lexia Learning	ES LETRS Participant Bundles	Accounts Payable	\$3,335.00
06/10/2022	22494	Lutt Oil	May gasoline	Accounts Payable	\$2,545.37
06/10/2022	22495	Mackin Educational Resources	HAL supply ES library books	Accounts Payable	\$347.97
06/10/2022	22496	Main Street Garage, LLC	oil changes, inspections, tires, drivers' ed brake	Accounts Payable	\$713.74
06/10/2022	22496	Main Street Garage, LLC	Oil changes & Inspections	Accounts Payable	\$891.40
06/10/2022	22496	Main Street Garage, LLC	Tire Repair	Accounts Payable	\$25.00
06/10/2022	22497	Menards - Norfolk	Shelf- ES	Accounts Payable	\$171.98
06/10/2022	22497	Menards - Norfolk	ES Office & HS Room 202 renovations base cabinets and marble counter tops	Accounts Payable	\$1,396.89
06/10/2022	22498	Midamerica Books	ES Library Books	Accounts Payable	\$245.85
06/10/2022	22499	Midwest Technology Products	extension cord and sandpaper	Accounts Payable	\$59.26
06/10/2022	22500	Money Handling Machines, Inc.	6 printer ribbons for coin counter	Accounts Payable	\$72.76
05/20/2022	1494	Mutual of Omaha	Retiree's Life Ins. 5-2022	Accounts Payable	\$1.48
06/10/2022	22501	NAEA District III	Chapter Fee for FFA District 3	Accounts Payable	\$300.00
05/24/2022	22455	National Art and School Supplies	replaces Check #21628 not received by company	Accounts Payable	\$1,764.69
06/10/2022	22502	NCECBVI	April & May Vision Svcs. JG	Accounts Payable	\$398.40
06/10/2022	22503	NE FFA Assoc	State Horse Judging Evaluation	Accounts Payable	\$80.00
06/10/2022	22504	Nebraska Council Of School Administrators	22-23 NCSA Membership TH	Accounts Payable	\$585.00
06/10/2022	22504	Nebraska Council Of School Administrators	22-23 RP, JO, DW Administrator Dues	Accounts Payable	\$1,264.00
06/10/2022	22504	Nebraska Council Of School Administrators	Admin Days Registration- ML, TH, DW, RP, JO, MB	Accounts Payable	\$1,550.00
05/20/2022		Nebraska Retirement System - EFT	NPERS retirement 5-20-22	Accounts Payable	\$104,984.37
06/10/2022	22505	Nebraska School Activities Assoc.	Activities Registration (non-athletic)	Accounts Payable	\$180.00
06/10/2022	22506	Norfolk Daily News	Employment Ad Assistant Principal	Accounts Payable	\$344.00
06/10/2022	22507	Northeast Nebraska Insurance	Installment #3 business package insurance	Accounts Payable	\$27,872.00
06/10/2022	22508	One Source	May '22 Background Checks	Accounts Payable	\$30.00
06/10/2022	22509	Pac 'n' Save	HS & JH FACS, Board, MTSS Meeting	Accounts Payable	\$247.18
06/10/2022	22510	Paper 101	Copy Paper- Annual buy	Accounts Payable	\$11,593.72
06/10/2022	22511	Parco Scientific Company	HS Science lab- litmus paper, bar magnet, flints, friction rod set	Accounts Payable	\$39.00
06/10/2022	22512	Perry, Guthery, Haase &	May legal services	Accounts Payable	\$300.00
06/10/2022	22513	Plunkett's/Varmont Guard	month pest control	Accounts Payable	\$251.15
06/10/2022	22514	Porter Trustin Carlson Co.	3 safety straps for HS gym	Accounts Payable	\$1,830.00
06/10/2022	22515	Power Spelling, Inc.	1 year subscription	Accounts Payable	\$632.00
06/10/2022	22516	PowerSchool Group, LLC	Annual Maintenance & Support	Accounts Payable	\$6,063.93
06/10/2022	22517	Providence Medical Center	April SPED services, PT & OT	Accounts Payable	\$880.00
06/10/2022	22518	Radio Accounting Service	Radio ad - Anti-drunk driving	Accounts Payable	\$390.00
06/10/2022	22519	Rasmussen Mechanical Services	Preventive Maintenance- Year two of contract	Accounts Payable	\$22,242.00
06/10/2022	22519	Rasmussen Mechanical Services	ES- contactors replaced, cooling tower drain valve, pressure gage, discharge sensor, belt replaced on RTU.	Accounts Payable	\$2,186.00
06/10/2022	22520	Really Good Stuff, LLC	Monthly Calendars, B-Day from Teacher Candles	Accounts Payable	\$112.68
06/10/2022	22521	Reallyville Media LLC	One year access to lesson plans ES KL guidance	Accounts Payable	\$675.00
06/10/2022	22522	S & S Worldwide, Inc.	Construction Paper	Accounts Payable	\$412.50
06/10/2022	22523	S.D. 17 Lunch Fund	ELC- May staff meals	Accounts Payable	\$52.00
06/10/2022	22524	School Health Corporation	Athletic tape	Accounts Payable	\$559.20
06/10/2022	22525	Security Shredding Services	Shredding 1.5 bin	Accounts Payable	\$52.50
05/27/2022		State Nebraska Bank - EFT	Deposit Slips	Accounts Payable	\$41.53
05/20/2022		State of Nebraska - EFT	PY 5-2022 State Income Taxes	Accounts Payable	\$18,321.00
05/25/2022		State of Nebraska - EFT	052522 Special Payroll State Taxes	Accounts Payable	\$146.00
06/10/2022	1016	Sterling Computers	29 Dell 24" Monitors	Accounts Payable	\$7,567.26
06/10/2022	22526	Sterling Computers	3 Epson PowerLite Projectors	Accounts Payable	\$1,342.11
06/10/2022	22526	Sterling Computers	adaptors for new teacher laptops	Accounts Payable	\$746.00
06/10/2022	22526	Sterling Computers	Digital signage appliance AS	Accounts Payable	\$1,345.57
06/10/2022	22527	Sunnyview Place, LLC	ELC Rent	Accounts Payable	\$3,932.00
06/10/2022	22528	Super Duper Publications	Big Apraxia photo cards SPED	Accounts Payable	\$99.98
06/10/2022	22529	The Flower Cellar	AG classroom - fresh flowers and greens	Accounts Payable	\$314.50
06/10/2022	22530	Toledo Physical Education Supply	potato sacks, polo games, spikeball combo set, scooters	Accounts Payable	\$419.10
06/10/2022	22531	Toni Rasmussen	Ag D3 Meeting in Hooper TR	Accounts Payable	\$66.69
06/10/2022	22532	Typing Agent	Typing Agent subscription renewal 297 licenses	Accounts Payable	\$1,511.73
06/10/2022	22533	U.S. Bank	Binders for community meeting, meals for MTSS meeting, Gas for state golf @ Scottsbluff	Accounts Payable	\$872.97
06/10/2022	22534	US Cellular	Maint Director Cell phone bill	Accounts Payable	\$62.59
06/10/2022	22535	Waste Connections of Nebraska Inc.	garbage, recycling, extra roll off	Accounts Payable	\$1,161.37
06/10/2022	22536	Wayne Herald	May ads, legals graduation tab, print and insert newsletters, website ad	Accounts Payable	\$1,760.09
06/10/2022	22537	Zach Heating and Cooling	Service on Air Conditioner in IT Mod	Accounts Payable	\$699.00
Sub Total					\$515,238.84

Wayne Public Schools

Check Report

Begin Date: 05/01/2022; End Date: 05/31/2022; Check Type: Payroll Liability; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY21-22; Limit Results to This Cycle: No; Account Expression: ([FUND] = "06") ; Show Detail by Voucher: Yes; Created On: 6/10/2022 3:52:18 PM

Check Date	Check Number	Payee	Type	Amount
05/19/2022	5264	Aetna Insurance	Payroll Liability	\$2,500.03
05/19/2022	5265	Ameritas Life Insurance Co. (Dent)	Payroll Liability	\$233.92
05/19/2022	5266	Elkhorn Valley Bank	Payroll Liability	\$400.00
05/19/2022	5267	Mutual of Omaha	Payroll Liability	\$44.22
05/19/2022	5268	S.D. 17 Payroll Account	Payroll Liability	\$7,452.25
05/19/2022	5269	Wayne Public School Foundatio	Payroll Liability	\$30.00
05/19/2022	EFT	Direct Deposit	Payroll Liability	\$16,207.39
Sub Total				\$26,867.81

Wayne Public Schools

Check Report

Begin Date: 05/01/2022; End Date: 05/31/2022; Check Type: Payroll Liability; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY21-22; Limit Results to This Cycle: No; Account Expression: ([FUND] = "06") ; Show Detail by Voucher: Yes; Created On: 6/10/2022 3:52:18 PM

Payee	Check Date	Check Number	Description	Type	Amount
Aetna Insurance	05/19/2022	5264	HSA Health Ins ER	Payroll Liability	\$2,500.03
Ameritas Life Insurance Co. (Dent)	05/19/2022	5265	Dental	Payroll Liability	\$77.36
Ameritas Life Insurance Co. (Dent)	05/19/2022	5265	Dental 125	Payroll Liability	\$77.36
Ameritas Life Insurance Co. (Dent)	05/19/2022	5265	Dental ER	Payroll Liability	\$79.20
Direct Deposit	05/19/2022	EFT	Direct Deposit	Payroll Liability	\$16,207.39
Elkhorn Valley Bank	05/19/2022	5266	HSA 125	Payroll Liability	\$400.00
Mutual of Omaha	05/19/2022	5267	Disability	Payroll Liability	\$24.72
Mutual of Omaha	05/19/2022	5267	Llife Ins ER	Payroll Liability	\$19.50
S.D. 17 Payroll Account	05/19/2022	5268	Federal Withholding	Payroll Liability	\$673.63
S.D. 17 Payroll Account	05/19/2022	5268	FICA	Payroll Liability	\$2,556.76
S.D. 17 Payroll Account	05/19/2022	5268	Medicare	Payroll Liability	\$597.96
S.D. 17 Payroll Account	05/19/2022	5268	NPERS	Payroll Liability	\$2,762.15
S.D. 17 Payroll Account	05/19/2022	5268	NPERS - Adl	Payroll Liability	\$412.69
S.D. 17 Payroll Account	05/19/2022	5268	State Withholding - NE	Payroll Liability	\$449.06
Wayne Public School Foundatio	05/19/2022	5269	WPS Foundation	Payroll Liability	\$30.00
Sub Total					\$26,867.81

Wayne Public Schools

Check Report Payroll Liabilities June 13, 2022 Board Meeting

Begin Date: 05/01/2022; End Date: 05/31/2022; Check Type: Payroll Liability; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY21-22; Lin
Created On: 6/10/2022 3:52:18 PM

Voucher Number	Bank Name	Account Number	Check Number
52	State Nebraska Bank	540978	5264
Vendor	Deduction Name	Register Number	Account Code
Aetna Insurance	HSA Health Ins ER	95	06-00941-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
52	State Nebraska Bank	540978	5265
Vendor	Deduction Name	Register Number	Account Code
Ameritas Life Insurance Co. (Dent)	Dental	95	06-00941-000
Ameritas Life Insurance Co. (Dent)	Dental 125	95	06-00941-000
Ameritas Life Insurance Co. (Dent)	Dental ER	95	06-00941-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
52	State Nebraska Bank	540978	5266
Vendor	Deduction Name	Register Number	Account Code
Elkhorn Valley Bank	HSA 125	95	06-00941-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
52	State Nebraska Bank	540978	5267
Vendor	Deduction Name	Register Number	Account Code
Mutual of Omaha	Disability	95	06-00941-000
Mutual of Omaha	Llife Ins ER	95	06-00941-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
52	State Nebraska Bank	540978	5268
Vendor	Deduction Name	Register Number	Account Code
S.D. 17 Payroll Account	Federal Withholding	95	06-00941-000
S.D. 17 Payroll Account	FICA	95	06-00941-000
S.D. 17 Payroll Account	Medicare	95	06-00941-000
S.D. 17 Payroll Account	NPERS	95	06-00941-000
S.D. 17 Payroll Account	NPERS - Adl	95	06-00941-000
S.D. 17 Payroll Account	State Withholding - NE	95	06-00941-000
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
52	State Nebraska Bank	540978	5269
Vendor	Deduction Name	Register Number	Account Code
Wayne Public School Foundation	WPS Foundation	95	06-00941-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
52	State Nebraska Bank	540978	EFT
Vendor	Deduction Name	Register Number	Account Code
First National Omaha	Direct Deposit	95	06-00941-000
Sub Total			
Grand Total			

mit Results to This Cycle: No; Account Expression: ([FUND] = "06") ; Show Detail by Voucher: Yes;

Payee	Amount	Type
Aetna Insurance	\$2,500.03	Payroll Liability
Amount		
\$2,500.03		
\$2,500.03		
Payee	Amount	Type
Ameritas Life Insurance Co. (Dent)	\$233.92	Payroll Liability
Amount		
\$77.36		
\$77.36		
\$79.20		
\$233.92		
Payee	Amount	Type
Elkhorn Valley Bank	\$400.00	Payroll Liability
Amount		
\$400.00		
\$400.00		
Payee	Amount	Type
Mutual of Omaha	\$44.22	Payroll Liability
Amount		
\$24.72		
\$19.50		
\$44.22		
Payee	Amount	Type
S.D. 17 Payroll Account	\$7,452.25	Payroll Liability
Amount		
\$673.63		
\$2,556.76		
\$597.96		
\$2,762.15		
\$412.69		
\$449.06		
\$7,452.25		

Payee	Amount	Type
Wayne Public School Foundatio	\$30.00	Payroll Liability
Amount		
\$30.00		
\$30.00		
Payee	Amount	Type
Direct Deposit	\$16,207.39	Payroll Liability
Amount		
\$16,207.39		
\$16,207.39		
\$26,867.81		

Wayne Public Schools

Check Report

Begin Date: 05/01/2022; End Date: 05/31/2022; Check Type: Payroll Liability; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY21-22; Limit Results to This Cycle: No; Account Expression: ([FUND] = "06") ; Show Detail by Voucher: Yes; Created On: 5/31/2022 1:09:38 PM

Check Date	Check Number	Payee	Type	Amount
05/19/2022	5264	Aetna Insurance	Payroll Liability	\$2,500.03
05/19/2022	5265	Ameritas Life Insurance Co. (Dent)	Payroll Liability	\$233.92
05/19/2022	5266	Elkhorn Valley Bank	Payroll Liability	\$400.00
05/19/2022	5267	Mutual of Omaha	Payroll Liability	\$44.22
05/19/2022	5268	S.D. 17 Payroll Account	Payroll Liability	\$7,452.25
05/19/2022	5269	Wayne Public School Foundatio	Payroll Liability	\$30.00
05/19/2022	EFT	Direct Deposit	Payroll Liability	\$16,207.39
Sub Total				\$26,867.81

Wayne Public Schools

Check Report

Begin Date: 05/01/2022; End Date: 05/31/2022; Check Type: Payroll Liability; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY21-22; Limit Results to This Cycle: No; Account Expression: ([FUND] = "06") ; Show Detail by Voucher: Yes; Created On: 5/31/2022 1:09:38 PM

Payee	Check Date	Check Number	Description	Type	Amount
Aetna Insurance	05/19/2022	5264	HSA Health Ins ER	Payroll Liability	\$2,500.03
Ameritas Life Insurance Co. (Dent)	05/19/2022	5265	Dental	Payroll Liability	\$77.36
Ameritas Life Insurance Co. (Dent)	05/19/2022	5265	Dental 125	Payroll Liability	\$77.36
Ameritas Life Insurance Co. (Dent)	05/19/2022	5265	Dental ER	Payroll Liability	\$79.20
Direct Deposit	05/19/2022	EFT	Direct Deposit	Payroll Liability	\$16,207.39
Elkhorn Valley Bank	05/19/2022	5266	HSA 125	Payroll Liability	\$400.00
Mutual of Omaha	05/19/2022	5267	Disability	Payroll Liability	\$24.72
Mutual of Omaha	05/19/2022	5267	Llife Ins ER	Payroll Liability	\$19.50
S.D. 17 Payroll Account	05/19/2022	5268	Federal Withholding	Payroll Liability	\$673.63
S.D. 17 Payroll Account	05/19/2022	5268	FICA	Payroll Liability	\$2,556.76
S.D. 17 Payroll Account	05/19/2022	5268	Medicare	Payroll Liability	\$597.96
S.D. 17 Payroll Account	05/19/2022	5268	NPERS	Payroll Liability	\$2,762.15
S.D. 17 Payroll Account	05/19/2022	5268	NPERS - Adl	Payroll Liability	\$412.69
S.D. 17 Payroll Account	05/19/2022	5268	State Withholding - NE	Payroll Liability	\$449.06
Wayne Public School Foundatio	05/19/2022	5269	WPS Foundation	Payroll Liability	\$30.00
Sub Total					\$26,867.81

Wayne Public Schools

Check Report Lunch Fund Payroll June 13, 2022 Board Report

Begin Date: 05/01/2022; End Date: 05/31/2022; Check Type: Payroll Liability; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY21-22; Limit Results to This Cycle: No; Account Expression: ([FUND] = "06") ; Show Detail by Voucher: Yes; Created On: 5/31/2022 1:09:38 PM

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
52	State Nebraska Bank	540978	5264	Aetna Insurance	\$2,500.03	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Aetna Insurance	HSA Health Ins ER	95	06-00941-000		\$2,500.03	
Sub Total					\$2,500.03	
52	State Nebraska Bank	540978	5265	Ameritas Life Insurance Co. (Dent)	\$233.92	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Ameritas Life Insurance Co. (Dent)	Dental	95	06-00941-000		\$77.36	
Ameritas Life Insurance Co. (Dent)	Dental 125	95	06-00941-000		\$77.36	
Ameritas Life Insurance Co. (Dent)	Dental ER	95	06-00941-000		\$79.20	
Sub Total					\$233.92	
52	State Nebraska Bank	540978	5266	Elkhorn Valley Bank	\$400.00	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Elkhorn Valley Bank	HSA 125	95	06-00941-000		\$400.00	
Sub Total					\$400.00	
52	State Nebraska Bank	540978	5267	Mutual of Omaha	\$44.22	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Mutual of Omaha	Disability	95	06-00941-000		\$24.72	
Mutual of Omaha	Llife Ins ER	95	06-00941-000		\$19.50	
Sub Total					\$44.22	
52	State Nebraska Bank	540978	5268	S.D. 17 Payroll Account	\$7,452.25	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
S.D. 17 Payroll Account	Federal Withholding	95	06-00941-000		\$673.63	
S.D. 17 Payroll Account	FICA	95	06-00941-000		\$2,556.76	
S.D. 17 Payroll Account	Medicare	95	06-00941-000		\$597.96	
S.D. 17 Payroll Account	NPERS	95	06-00941-000		\$2,762.15	
S.D. 17 Payroll Account	NPERS - Adl	95	06-00941-000		\$412.69	
S.D. 17 Payroll Account	State Withholding - NE	95	06-00941-000		\$449.06	
Sub Total					\$7,452.25	
52	State Nebraska Bank	540978	5269	Wayne Public School Foundatio	\$30.00	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
Wayne Public School Foundation	WPS Foundation	95	06-00941-000		\$30.00	
Sub Total					\$30.00	
52	State Nebraska Bank	540978	EFT	Direct Deposit	\$16,207.39	Payroll Liability
Vendor	Deduction Name	Register Number	Account Code		Amount	
First National Omaha	Direct Deposit	95	06-00941-000		\$16,207.39	
Sub Total					\$16,207.39	
Grand Total					\$26,867.81	

Activity Fund Check Report - May 2022

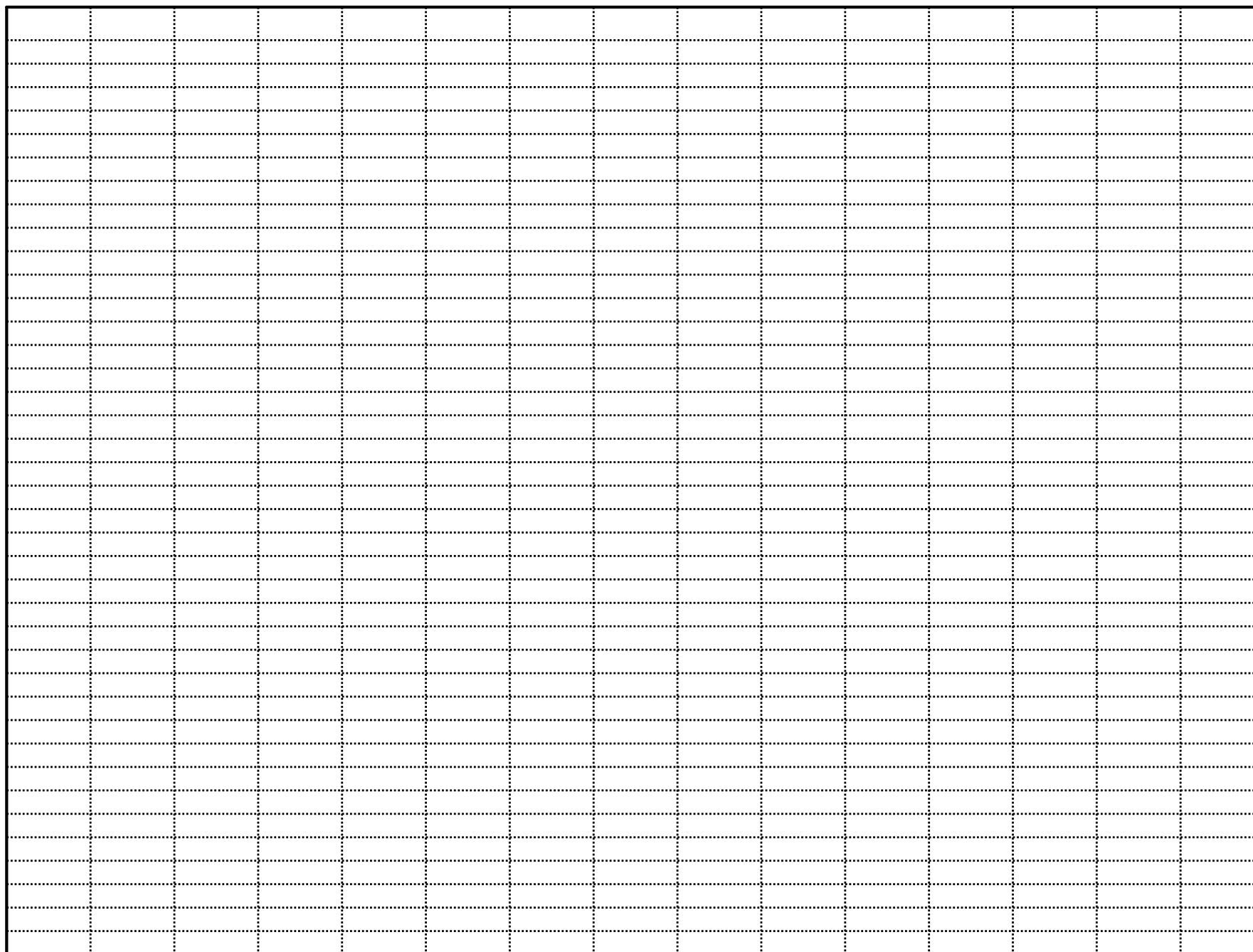
Check #	Check Date	Vendor Name	Paid from Account	Description	Amount
22-15414	5/2/2022	State Nebraska Bank	Athletic/Concessions	JH TR Invite, 5/3	\$ 2,200.00
22-15415	5/3/2022	Battle Creek HS	Athletic	entry fee - TR Invite, 5/5	160.00
22-15416	5/3/2022	Wakefield HS	Athletic	entry fee - Golf Invite, 5/6	60.00
22-15417	5/3/2022	Norfolk Catholic HS	Athletic	entry fee - Golf Invite, 5/9	95.00
22-15418	5/3/2022	Scotus Central Cath. HS	Athletic	entry fee - B-4 Dist. TR Meet, 5/10	100.00
22-15419	5/3/2022	Ace Hardware & Home	Power Drive	supply	15.58
22-15420	5/3/2022	Wayne Legion Baseball Assoc.	Athletic	2022 season sponsorship	100.00
22-15421	5/3/2022	Jimmy Hack Golf LLC	Athletic	boys golf supply	275.58
22-15422	5/3/2022	Grossenburg Implement	Power Drive	supplies	225.31
22-15423	5/3/2022	LaQuinta by Wyndham Kearney	FBLA	lodging/State FBLA	829.70
22-15424	5/3/2022	Awards Unlimited	Athletic	academic all state medals	201.32
22-15425	5/3/2022	Bomgaars	Power Drive	supplies	118.34
22-15426	5/3/2022	Jensen Publishing	HS Library	subscription - Huskerland Prep Report	36.00
22-15427	5/3/2022	Toni Rasmussen	FFA	reimb./supplies	189.27
22-15428	5/3/2022	Jim Paige	Athletic	starter/JH TR Invite, 5/3	250.00
22-15429	5/5/2022	State Nebraska Bank	SPED Transition	change for Spring Sprints	720.00
22-15430	5/10/2022	Vel's Bakery	Athletic	donuts, 5/5	30.00
22-15431	5/10/2022	Adam Hoffman	Baseball	reimb./Dist baseball	413.47
22-15432	5/10/2022	Nebraska FCCLA	FCCLA	NE NCL reg.	105.00
22-15433	5/10/2022	Ayden Ellis	FFA	Student Workforce Award	500.00
22-15434	5/10/2022	Lincoln Fairfield Inn North	FFA	lodging/State FFA	1,344.00
22-15435	5/10/2022	Nat'l FFA Organization	FFA	merchandise	180.50
22-15436	5/10/2022	Stadium Sports	Speech/Drama	t-shirts	356.00
33-15437	5/10/2022	Pender Public School	Band	Honor Band reg./shirts	1,065.00
22-15438	5/10/2022	In the Spotlight Costume Shop	Musical	costume rental	437.81
22-15439	5/10/2022	Scholastic Book Fairs	Grades	bal. due on book fair	4,854.41
22-15440	5/10/2022	Pac 'n' Save	SPED Trans./Speech/Staff Support	supplies	354.82
22-15441	5/10/2022	Quality Foods	JH W.E.B.	supplies for JH dance, 4/22	64.45
22-15442	5/10/2022	Linpepco - Siouxland	Track	beverages for concession stand	513.20
22-15443	5/10/2022	Wayne Herald	Musical	ad 4/7/22	54.00
22-15444	5/10/2022	U.S. Bank (credit card)	Emporium - 1063.44	supplies	1,691.91
			FCCLA - 101.50		
			SPED Trans. - 270.54		
			Musical - 86.10		
			Staff Support - 17.19		
			JH W.E.B. 153.14		
22-15445	5/10/2022	Toni Rasmussen	FFA	reimb./FFA banquet supplies	50.85
22-15446	5/10/2022	Amazon Capital Services	Emporium - 104.57	Amazon orders	368.63

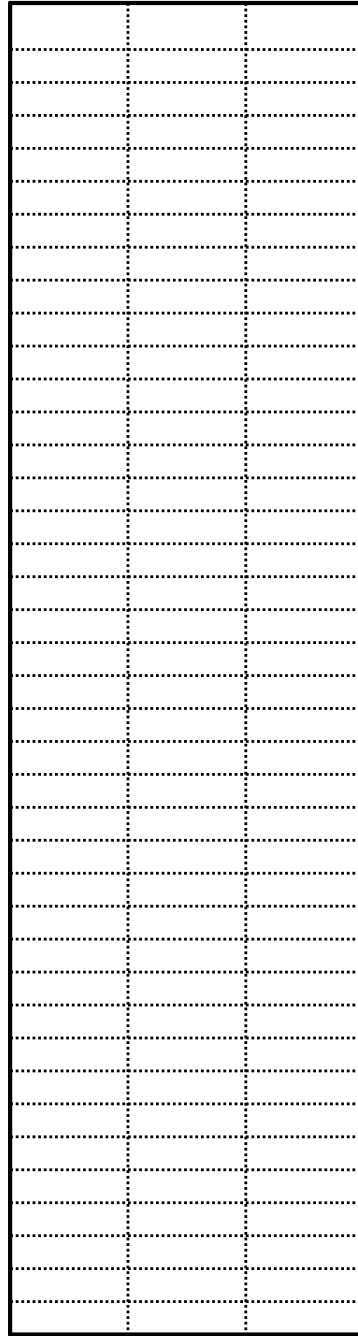
Activity Fund Check Report - May 2022

				SPED Trans. - 264.06		
22-15447	5/10/2022	The Leadership Center	FFA	COLT lodging		586.80
22-15448	5/10/2022	AG Parts Worldwide	Student Fee - Chromebooks	10 touchscreens		949.50
22-15449	5/13/2022	Hauff Sports	Baseball	10 pr. baseball pants		499.28
22-15450	5/13/2022	Concordia University	Boys Basketball	reg. - BB camp, 6/16		275.00
22-15451	5/13/2022	Dale Hochstein	Track	reimb./meals @ State TR meet		375.00
22-15452	5/13/2022	NE FFA Assoc.	FFA	COLT reg.		1,250.00
22-15453	5/13/2022	Toni Rasmussen	FFA	reimb./beef (Pac 'n' Save)		119.70
22-15454	5/18/2022	S. D. 17 Lunch Fund	Staff Support	deposit error - Fee Zee, Inc.		235.00
22-15455	5/20/2022	David Wragge	Athletic	reimb./food for Dist Golf-coaches rm.		171.10
22-15456	5/20/2022	Hartington-Newcastle School	Athletic	bowling entry fee, 1/8		110.00
22-15457	5/20/2022	Family Career & Community	FCCLA	reg./Nat'l Leadership Conf.		1,045.00
		Leaders of America				
22-15458	5/20/2022	Nat'l FFA Organization	FFA	merchandise		136.00
22-15459	5/20/2022	Diamond Center	FFA	engraving on awards		22.50
22-15460	5/20/2022	WSC Instructional Resource	FFA	laminating, 3/30		4.42
		Center				
22-15461	5/20/2022	Ben Stewart/SpeechWire	Speech/Drama	JH Speech Invite, 4/30		180.00
		Tourn. Services				
22-15462	5/20/2022	Tony Cantrell	Power Drive	reimb./parts for Power Drive		1,667.37
22-15463	5/20/2022	Northeast Nebr. All-Star FB	Athletic	sponsorship		100.00
		Classic				
22-15464	5/27/2022	Nebraska Coaches Assoc.	Athletic	2022-2023 coaches membership/clinic		1,865.00
				reg./gold cards		
22-15465	5/27/2022	Vel's Bakery	Athletic	donuts for Dist. Golf		70.00
22-15466	5/27/2022	Andi Diediker	Athletic	reimb./State Boy Golf t-shirts, team meal		200.00
22-15467	5/27/2022	Stadium Sports	Track	t-shirts		504.00
22-15468	5/27/2022	Doug Brown Summer League	Girls Basketball	GB team reg.		550.00
22-15469	5/27/2022	Concordia Girls Basketball Camp	Girls Basketball	GB camp reg.		450.00
22-15470	5/27/2022	Music Theatre Int'l	Musical	summer musical		1,235.00
22-15471	5/27/2022	Generation Genius, Inc.	Grades	science subscription		795.00
22-15472	5/27/2022	Lyrics2Learn, LLC	Grades	4 classroom subscriptions		600.00
					TOTAL	\$ 31,955.82

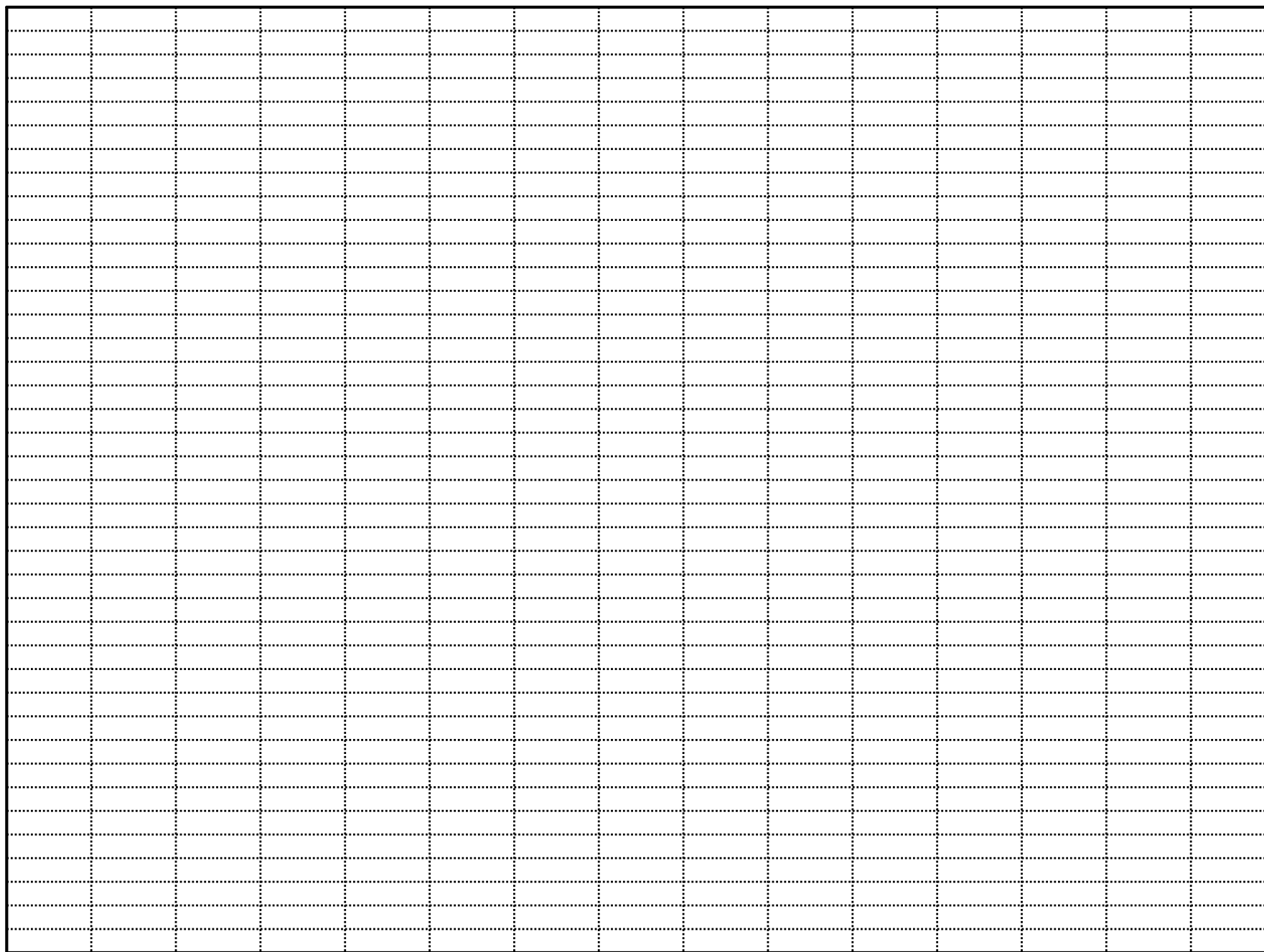
EXTRA DUTY ASSIGNMENTS

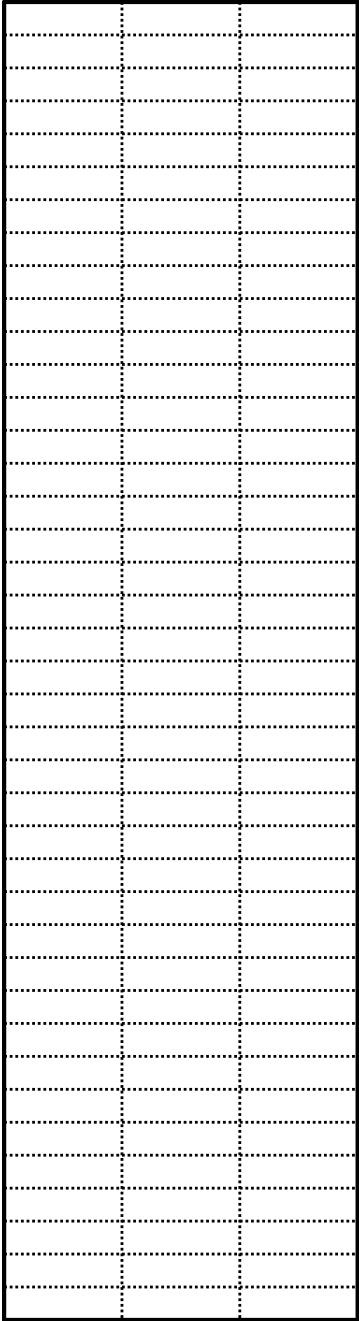
2022-2023 ESTIMATE		\$38,000.00		
Jilliane Allemann	.25 Varsity Band @ A9 (.017)	\$1,615.00	\$1,615.00	
Emily Armstrong	Asst 7/8 Volleyball @ E2 (0.03)	\$1,140.00	\$1,140.00	
Anderson, Tracy	HS Musical @ B8 (0.14)	\$5,320.00		
	HS Vocal (Sp. Grps) @ B8 (0.14)	\$5,320.00		
	MS Vocal (Sp. Grps) @ D5 (0.08)	\$3,040.00	\$13,680.00	
Beair, Terry	Head Boys' XC @ A10(0.18)	\$6,840.00		
	Assistant Wrestling @ C8(0.12)	\$4,560.00		
	Assistant HS Track @ C8(0.12)	\$4,560.00		
	School Imp. Std Chair @ F1 (0.01)	\$380.00		
	Head 7/8 wrestling @ D5 (0.08)	\$3,040.00	\$19,380.00	
Brink, Jeanne	Accademic Contest @f1 (0.01)	\$380.00		
	MS Science Club @E5 (0.06)	\$2,280.00	\$2,660.00	
Cantrel, Anthony	Sp. Power Drive @ C8(.12)	\$4,560.00		
	Crisis Team @ F1 (0.01)	\$380.00		
	Fall Power Drive @C8 (12)*.5	\$2,280.00	\$7,220.00	
Carlson, Aaron	Head Girls BB @ A4 (.12)	\$4,560.00		
	Ast. HS FB @C4 (.08)	\$3,040.00		
	.5 Assistant AD @D3 (.03)	\$1,140.00	\$8,740.00	
Daum, Deb	Concessions @ C8 (0.12)	\$4,560.00	\$4,560.00	
D'Agosta, Molly	Head 7/8 Volleyball @ D2 (0.05)	\$1,900.00	\$1,900.00	
Daum, Jacob	7/8 Head Football @ D3 (0.06)	\$2,280.00		
	Asst. HSTrack @ C3 (.06)	\$2,280.00	\$4,940.00	
	W-Club @F1 (0.01)	\$380.00		



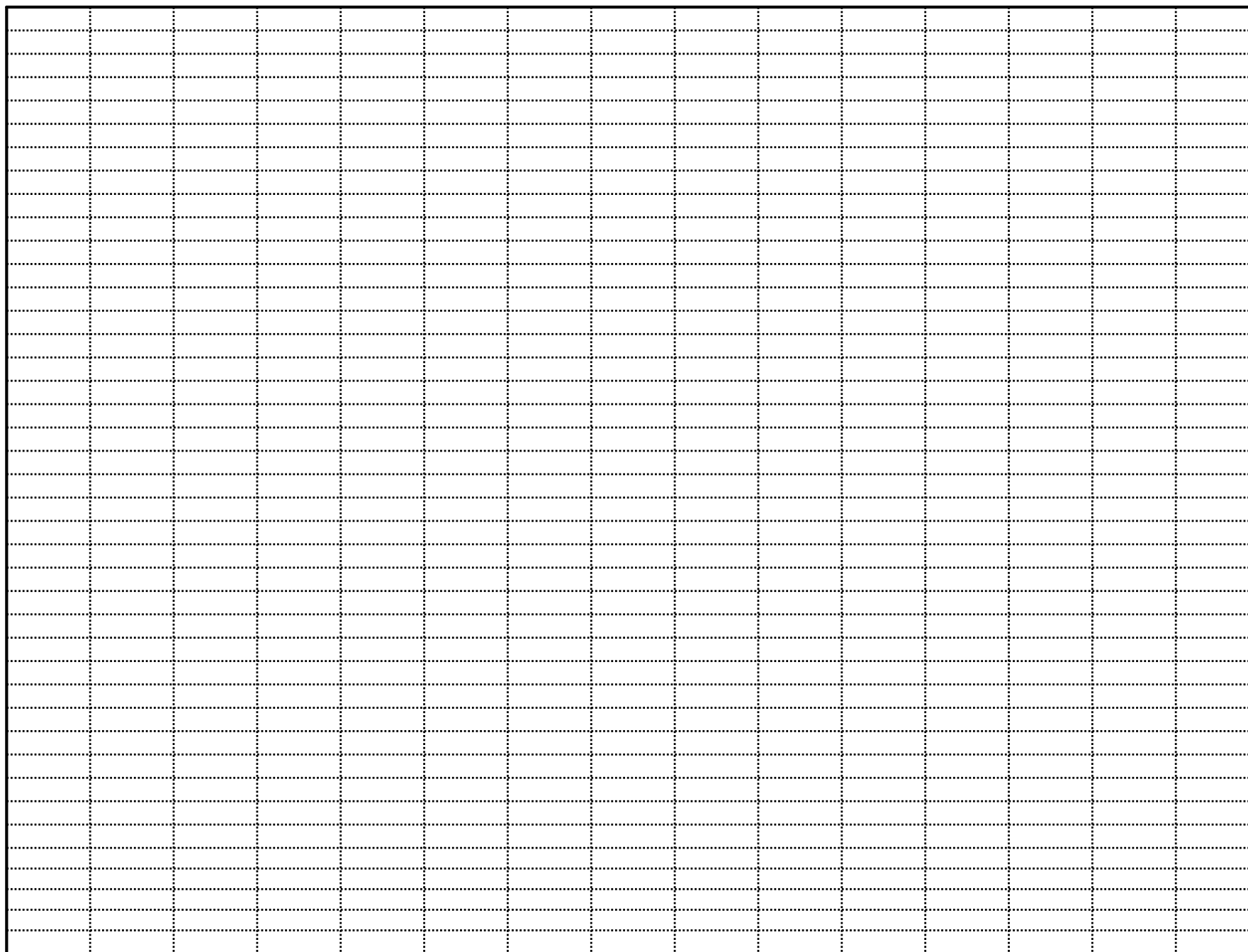


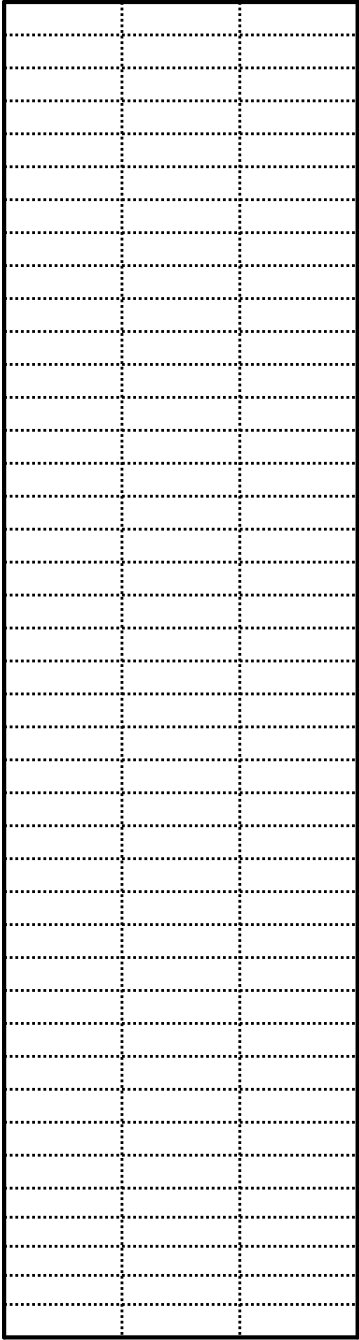
	Davis, Diana	SCIP @ F1 (0.01)	\$380.00		
		Co-Head 7/8 B/G Track @ D5/2 (.08)	\$1,520.00		
		7/8 B/G Asst Track @ E5/2 (0.06)	\$1,140.00		
		Annual/Photo @ C5 (0.09)	\$3,420.00	\$6,460.00	
	DeLano, Hayden	Head Football @A7 (.15)	\$5,700.00		
		Assistant AD @D1 (0.04)	\$1,520.00	\$8,360.00	
		Asst JH Track - @E2 (0.03)	\$1,140.00		
	Diedieker, Andi	Head 7/8 BBB @D5 (.08)	\$3,040.00		
		Head Boys Golf @A4 (.12)	\$4,560.00	\$7,600.00	
	Dorcey, Brendan	Assistant Football @ C8(.12)	\$4,560.00		
		Assistant B/G Track @ C8 (0.12)	\$4,560.00		
		Asst G Basketball @ C8 (.12)	\$4,560.00	\$13,680.00	
	Dorcey, Jean	Crisis @ F1 (.01)	\$380.00	\$380.00	
	Dutcher, Christa	Assistant B/G Track @ C8 (0.12)	\$4,560.00		
		One World Club @ E2 (0.03)	\$380.00		
		Spanish Natl Honor Soc @F1 (.01)	\$380.00	\$6,080.00	
		7/8 SAT @F1 (.01)	\$380.00		
		9-12 SAT @F1 (.01)	\$380.00		
Done	Gamble, Robbie	Assistant baseball @ C8(0.12)	\$4,560.00	\$4,560.00	
Done	Gilliland, Lauren	Freshman Class Sponsor @ F1 (0.01)	\$380.00		
		Asst Softball @ C3 (0.07)	\$2,660.00		
		7/8 H. G. Basketball @D3 (.06)	\$2,280.00	\$5,320.00	
	Hochstein, Dale	Head B/G Track @ A10 (0.18)	\$6,840.00		
		Addl Head B/G Track @ .05	\$1,900.00		
		Assistant Volleyball @C8 (0.12)	\$4,560.00	\$13,300.00	
	Hochstein, Laura	Asst. 7/8 Track @ E5(.06)	\$2,280.00	\$2,280.00	



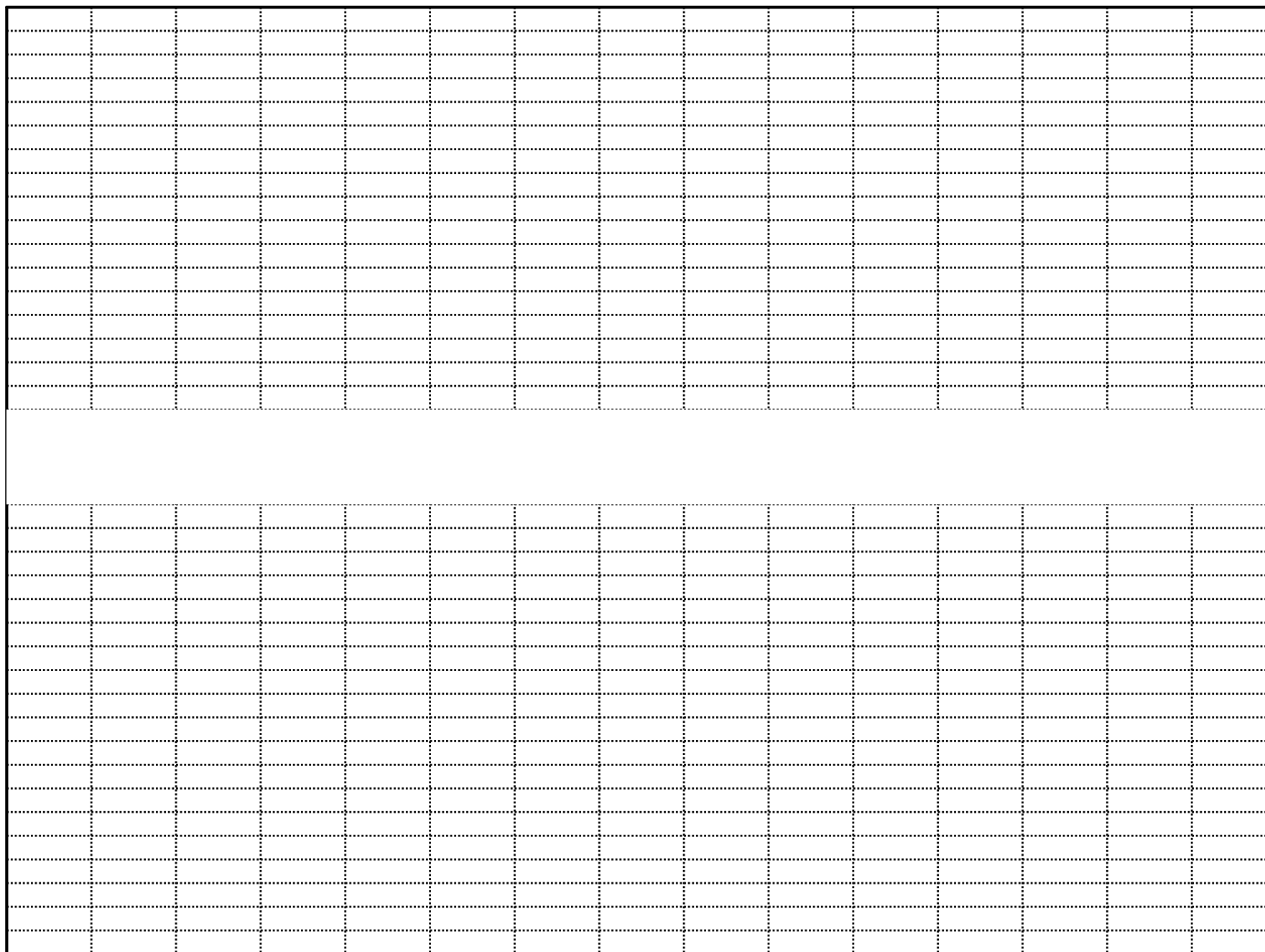


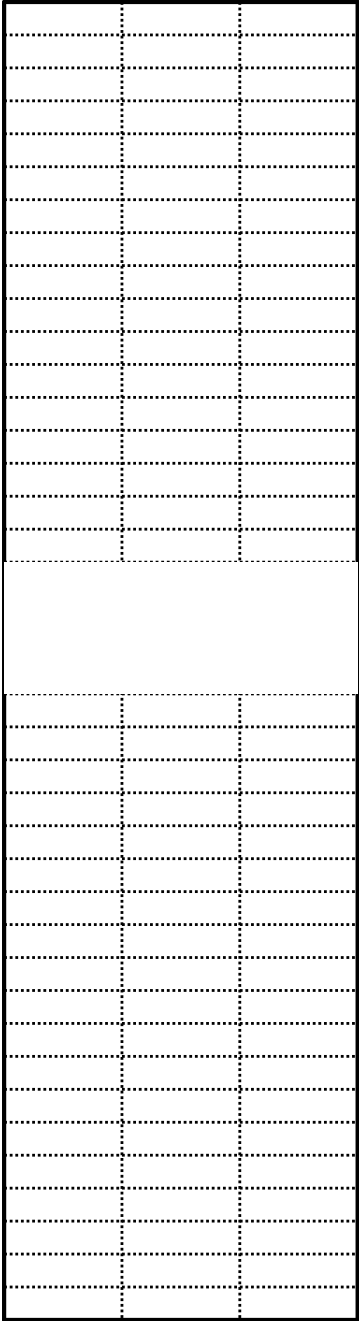
	Hoffman, Adam	Head Baseball @ A10(.18)	\$6,840.00		
		Assistant Boys Basketball @ C8 (.12)	\$4,560.00	\$11,400.00	
	Hoffman, Ashley			\$760.00	
	Hoskins, Joyce	School Imp. Std Chair @ F1 (.01)	\$380.00		
		Ast 7/8 Track @ E5 (.06)	\$2,280.00	\$3,420.00	
		K-3 504 Coordinator @F1 (.01)	\$380.00		
		4-6 504 Coordinator @ F1 (.01)	\$380.00		
	Hypse, Terri	Sophomore Class Sponsor @ F1 (0.01)	\$380.00	\$380.00	
	Jackson, Amy	Art Club @ F1 (0.01)	\$380.00		
		SCIP @ F1(0.01)	\$380.00		
		Crisis @ F1 (.01)	\$380.00	\$1,140.00	
	Jaixen, Michael	Assistant B/G Track @ C8 (0.12)	\$4,560.00		
		Crisis Team @ F1 (0.01)	\$380.00	\$4,940.00	
	Janke, Colleen	Crisis @ F1 (.01)	\$380.00	\$380.00	
	Janke, Lisa	SCIP @ F1(0.01)	\$380.00		
		School Imp. Std Chair @ F1 (.01)	\$380.00	\$760.00	
	Johnson, Joshua	Head Girls Golf @ A10(0.18)	\$6,840.00		
		Mock Trial @ E5 (0.06)	\$2,280.00		
		Head Bowling @ A3(.11)	\$4,180.00		
				\$13,300.00	
	Knutson, Lindsey	Crisis @ F1 (0.01)	\$380.00		



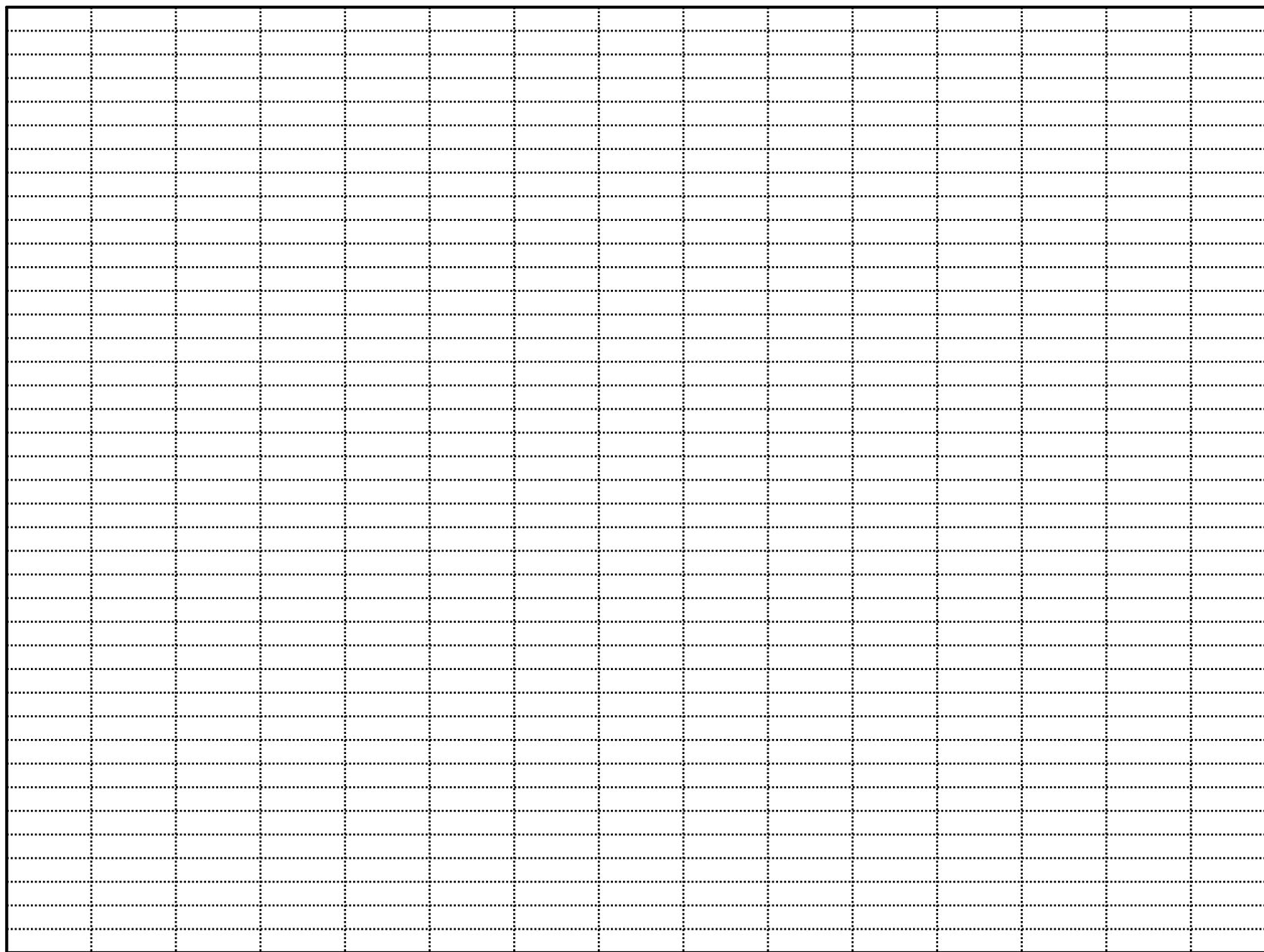


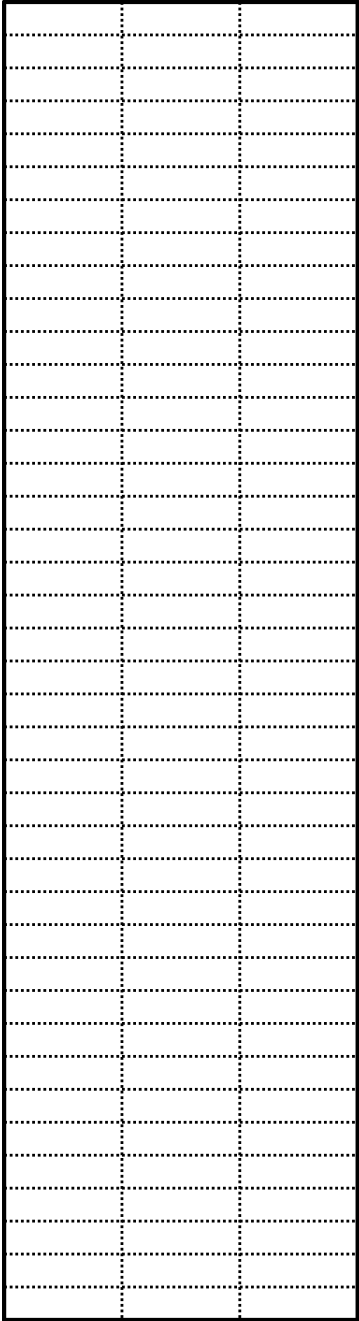
		SCIP @ F1 (0.01)	\$380.00		
		7/8 Friends (Web) @F1 (.01)	\$380.00	\$1,140.00	
	Koch, Kiley	Jr. Class Sponsor@E4 (Split with Mrs. Surber)	\$950.00		
		FBLA @C6 (.10)	\$3,800.00		
		Assistant Softball @ C6 (0.10)	\$3,800.00	\$9,310.00	
		7/8 504 Coordinator @ F1 (.01)	\$380.00		
		9/12 504 Coordinator @ F1 (0.01)	\$380.00		
	Krusemark, Traci	SCIP @F1(.01)	\$380.00		
		Co-Head 7/8 B/G Track @ D5/2 (.08)	\$1,520.00		
		7/8 B/G Asst Track @ E5/2 (0.06)	\$1,140.00	\$3,040.00	
	Lubberstedt, Kim	SCIP @ F1 (.01)	\$380.00		
		SAT K-6 @ F1 (.01)	\$380.00		
		Crisis @ F1 (.01)	\$380.00	\$1,140.00	
	Morgan Barner	Cheer Squad @D2(.05)	\$1,900.00	\$1,900.00	
	Maas, Courtney	Head Girls' Cross Country @A10(0.18)	\$6,840.00		
		School Imp Leader @ E5 (.06)	\$2,280.00	\$9,120.00	
	McPhillips, Jessica	SCIP @ F1(0.01)	\$380.00	\$380.00	
	Muir, Kristine	7/8 Speech @ D5 (.08)	\$3,040.00	\$4,640.00	
		Instructional Coaching	\$1,600.00		
	Oltjenbruns Sarah	EL Book Fair @ F1 (.01)	\$380.00		
		Ast HS Speech C6 (.10)	\$3,800.00	\$4,180.00	
	Osnes, Julie	Head Drama @ B6 (0.12)	\$4,560.00	\$4,560.00	
	Petersen, Candace	SCIP @ F1(0.01)	\$380.00	\$380.00	
	Pofal, Levi	Asst Wrestling @ C3 (.07)	\$2,660.00		





		Asst 7/8 Wrestling @ E3 (.04)	\$1,520.00	\$4,180.00	
	Rasmussen, Toni	FFA @ C6 (0.09)	\$3,800.00	\$3,800.00	
	Spieker, Dwaine	Senior Class Sponsor @F1(0.01)	\$380.00		
		Head Speech @ B8 (0.14)	\$5,320.00	\$5,700.00	
	Daum, Nicki	Head Volleyball @ A3 (.11)	\$4,180.00	\$4,180.00	
	Surber, Alina	FCCLA @ C3 (.07)	\$2,660.00		
		7/8 FCCLA @ E3(.04)	\$1,520.00	\$5,130.00	
		Jr. Class Sponsor @ E4 (.02) Split with Mrs. Ko	\$950.00		
	Sweetland, Robert	Head BB Coach @ A10 (0.18)	\$6,840.00		
		Girls Softball @ A10 (0.18)	\$6,840.00	\$13,680.00	
	Jason Trautman	Wrestling Assistant @C7 (0.11)	\$4,180.00		
		Football Assistant @C7 (0.11)	\$4,180.00	\$8,360.00	
	Trenhaile, Phylis	School Imp. Std Chair @ F1 (.01)	\$380.00	\$3,420.00	
		JH Volleyball @D5	\$3,040.00		
	Varley, Kayla	Head 7/8 Unified Bowling @ D5 (.08)	\$3,040.00	\$4,180.00	
		Student Council HS @ E2 (0.03)	\$1,140.00		
	Gubbles, Maggie	Honor Society @ F1 (0.01)	\$380.00	\$380.00	
	Alex Wieland	Varsity Band @ A10 (0.18)*.75	\$5,130.00		
		HS Instrumental @ B8(0.14)	\$5,320.00		
		Middle School Band @ D5 (0.08)	\$3,040.00	\$13,490.00	
	Wragge, Dave	HS Head Wrestling @ .A10(0.18)	\$6,840.00	\$6,840.00	
Hourly rate \$14.72	Eckberg, Michelle	FFA Asst. @ Value D1 (0.04) 103 hours	\$1,520.00	\$1,520.00	





MOTION

MOTION by _____ that the Board of Education for this School District should and does hereby select the Construction Management at Risk construction delivery method pursuant to the Nebraska Political Subdivisions Construction Alternatives Act and Board policy for a proposed early childhood and high school improvements project, and hereby delegates to and directs the Superintendent of Schools, or designee, along with selected legal counsel, to initiate and carry out all actions necessary to comply with the requirements of the Act, including but not limited to the development and issuance of a Request for Proposals for the position of Construction Management at Risk for the project; provided that letters of interest shall not be required.

Board member _____ seconded the MOTION. After discussion and on roll call vote, the following Board members voted in favor of passage and adoption of the above Motion:

_____.

The following Board members voted against the same:

_____.

The following Board members were absent or not voting:

_____.

The above Motion having been consented to by two-thirds (2/3rds) or more of the members of the Board of Education of this School District, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska Open Meetings Law.

DATED this 13th day of June, 2022.

WAYNE COUNTY SCHOOL DISTRICT 90-0017,
a/k/a WAYNE COMMUNITY SCHOOLS

BY: _____
President, Board of Education

ATTEST:

Secretary

Appendix "A"

PROGRAM STATEMENT WAYNE COMMUNITY SCHOOLS EARLY CHILDHOOD AND HIGH SCHOOL IMPROVEMENTS PROJECT

The project would involve the proposed construction of a new elementary facility for Pre-K through 2nd grade students and additions and renovations at the existing high school building in Wayne, Nebraska.

The preliminary program consists of the following:

- Security improvements at both the existing elementary and high school
- Up to 39,000 square feet of new construction for a new elementary facility including the following spaces:
 - 2 sections of Pre-k classrooms
 - 4 sections of Kindergarten
 - 4 sections of 1st grade
 - 4 sections of 2nd grade
 - Special Services rooms
 - Administrative offices
 - Media Center
 - Serving Kitchen
 - Multipurpose Room/Gym and locker room
 - Restrooms
 - Accessory Mechanical, Storage, and Circulation Areas
 - FEMA rated storm shelter
- New exterior sidewalks and pavement for drop-off and pick-up as well as new pavement for a parking lots for both the elementary facility and south lot of the high school.
- HVAC improvements to the existing high school classroom wing.
- Approximately 16,000 square feet of interior renovations in the existing high school for the following spaces:
 - Relocation of the existing fitness area
 - Relocation of the existing wrestling room
 - Expansion of the Ag/FFA classrooms
 - Expansion of the wood shop
 - Renovation of two existing science labs
 - Renovation to add restrooms and concessions near the existing Gym
 - Renovation of the existing auditorium space for seating and finishes
- Up to 12,000 square feet of new classrooms added to the east wing of the high school as part of a two-story addition, with one classroom being a new science lab.
- Up to 19,000 square feet for a new fine arts addition to the High School to include the following spaces:

- 600 seat capacity auditorium and stage with new sound and lighting systems
- Dressing Rooms
- Ticket booth and Concessions
- Band room
- Set production
- Accessory restrooms, mechanical, storage, and circulation spaces

Preliminary siting for the improvements can be seen on the attached conceptual site plan

Renovations may need to be phased as the school will continue to occupy the high school during construction.

The preliminary project schedule is as follows:

- Contract execution – August 2022
- Pre-bond issue effort – August 2022 through March 2023
- Bond Issue Election – March 2023

IF BOND ISSUE IS PASSED:

- 70% Construction Documents – August 2023
- Guaranteed Maximum Price due – September 2023
- Construction begins – September 2023
- Substantial Completion – April 2025
- Final Completion – May 2025

The preliminary project budget for the cost of all Work on the project, including all subcontracts and self-performed work, plus the Construction Managers fees, overhead/profit/risk, reimbursable expenses is expected to fall between Fifteen Million Dollars (\$15,000,000) and Thirty Million Dollars (\$30,000,000).

W 7th St

W 7th St

Wayne Junior/
Senior High School

ATHLETIC
RENOVATIONS

SCIENCE
RENOVATION

CLASSROOM
ADDITION

EXISTING
HIGH
SCHOOL

AG
RENOVATION

PERFORMING
ARTS
WING

Wayne City
Recreation Department

PAVED
PARKING

PAVED
PARKING

EARLY CHILDHOOD
CENTER

Wayne High School

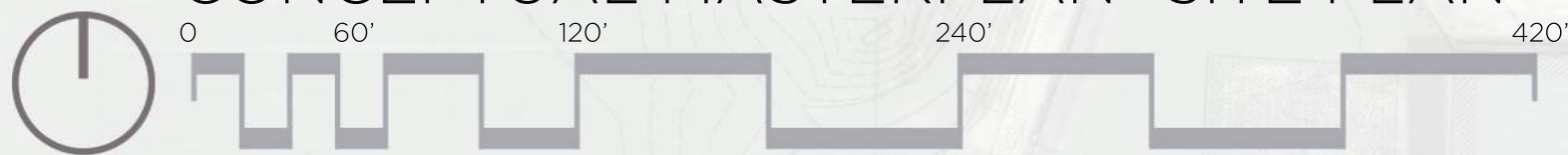
ONE WAY →

GRAVEL
PARKING
(FUTURE PAVING)

PAVED
PARKING

W 5th St

WAYNE COMMUNITY SCHOOLS
CONCEPTUAL MASTERPLAN- SITE PLAN



CARLSON
WEST
POVONDRA
ARCHITECTS

MOTION

MOTION by _____ that the Board of Education for this School District should and does hereby adopt and approve the Construction Manager at Risk selection criteria and evaluation weights for a proposed early childhood and high school improvements project as follows:

No.	Selection Criteria	Maximum Point Value
1	The financial resources of the construction manager to complete the project	5
2	The ability of the proposed personnel of the construction manager to perform	30
3	The character, integrity, reputation, judgment, experience, and efficiency of the construction manager	15
4	The quality of performance on previous projects	20
5	The ability of the construction manager to perform within the time specified	5
6	The previous and existing compliance of the construction manager with laws relating to the contract	5
7	The construction manager's proposed efforts schedule for the Project	20
	TOTAL (Not more than 100).	100

Board member _____ seconded the MOTION. After discussion and on roll call vote, the following Board members voted in favor of passage and adoption of the above Motion:

_____.

The following Board members voted against the same:

_____.

The following Board members were absent or not voting:

_____.

The above Motion having been consented to by a majority of the members of the Board of Education this School District, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska Open Meetings Law.

WAYNECOUNTY SCHOOL DISTRICT 90-0017,
a/k/a WAYNE COMMUNITY SCHOOLS

BY: _____
President, Board of Education

ATTEST:

Secretary

MOTION

MOTION by _____ that the Board of Education for this School District should and does hereby appoint the following persons to the Construction Manager at Risk Selection Committee to evaluate the proposals received from firms in response to the Request for Proposals for a proposed early childhood and high school improvements project:

- (a) Member(s) of the School District's Board of Education:
 - Justin Davis
 - Lynn Junck
 - Jodi Pulfer

- (b) Member(s) of the School District's administration or staff:
 - Mark Lenihan, Superintendent of Schools, or designee;
 - Jordan Widner, Director of Maintenance

- (c) The School District's architect or engineer:
 - Bob Soukup, Architect for Carlson West Povondra Architects, or designee

- (d) Any person(s) having special expertise relevant to selection of a construction manager under the Nebraska Political Subdivisions Construction Alternatives Act who is not employed by the School District, and who shall not be employed by or have a financial or other interest in a construction manager who has or may have a proposal being evaluated:
 - Kyle Nelson

- (e) A resident(s) of the territory served by the School District, other than an individual included in (a) through (d) above, who is not employed by the School District, and who shall not be employed by or have a financial or other interest in a construction manager who has or may have a proposal being evaluated:
 - Brent Pick

Board member _____ seconded the MOTION. After discussion and on roll call vote, the following Board members voted in favor of passage and adoption of the above Motion:

_____.

The following Board members voted against the same:

_____.

The following Board members were absent or not voting:

_____.

The above Motion having been consented to by a majority of the members of the Board of

Education this School District, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska Open Meetings Law.

DATED this 13th day of June, 2022.

WAYNE COUNTY SCHOOL DISTRICT 90-0017,
a/k/a WAYNE COMMUNITY SCHOOLS

BY: _____
President, Board of Education

ATTEST:

Secretary

James B. Gessford
Daniel F. Kaplan
Gregory H. Perry
Joseph F. Bachmann*
R. J. Shortridge*
Joshua J. Schauer*
Derek A. Aldridge**
Justin J. Knight***
Charles Kaplan
Haleigh B. Carlson
Daniel K. Kaplan
Sara I. Tonges



Of Counsel
Thomas M. Haase
Rex R. Schultze

*Also admitted in Iowa
** Also admitted in Kansas
***Also admitted in Colorado

PERRY, GUTHERY, HAASE & GESSFORD, P.C., L.L.O.

Ernest B. Perry (1876-1962)
Arthur E. Perry (1910-1982)
R.R. Perry (1917-1999)
Edwin C. Perry (1931-2012)

MEMORANDUM

To: Bill Heimann, ESU 1 Administrator
From: Perry Law Firm
Date: May 1, 2022
RE: School District Annual Policy Service Update

A. REQUIRED POLICY UPDATES

1. **Policy 1220 – Title IX Grievance Policy** – The grievance policy needed several clarifications and adjustments to comply with the current Title IX regulations, and Policy 1220 incorporates these technical changes. However, as the Biden Administration reviews current Title IX regulations, this Policy may need to be updated again next year.

2. **Policy 3132 – Internal Controls** – NDE has asked for additional policy provisions under federal monitoring and reporting requirements. This policy update will also be applicable for schools that are audited and/or monitored for use of ESSER funds.

3. **Policy 3540 – Bidding Construction Projects** – Neb. Rev. Stat. 73-106 generally requires the District to bid construction projects in excess of \$100,000. However, that amount is subject to adjustment by the State Board of Education. The State Board of Education has adjusted this amount to \$109,000, so Policy 3540 has been updated to reflect this change. The requirement to hire an engineer or architect has also been increased to projects in excess of \$118,000.

4. **Policy 4009 – Drug and Substance Abuse** – This policy reflects updates at the federal level for drug and substance abuse testing for employees.

5. **Policy 4133 – Substitute Teachers** – There were some timing issues with Boards approving local substitute teachers and when the District needed the substitute to begin teaching. This policy specifically authorizes the Superintendent to sign off on a local substitute permit.

6. **Policy 6600 – Special Education** – Over the past year, NDE has developed new special education guidance for district policies and procedures. You can access the majority of this guidance here: <https://cdn.education.ne.gov/wp-content/uploads/2017/09/Developing-Local-Policies-and-Procedures-Required-for-Implementation-of-Special-Education-Part-B-Regulations-in-Nebraskas-Public-Schools.pdf>. In response to this new guidance, we have updated Policy 6600.

7. **Policy 8343 – Agenda Construction and Control** – LB 83 requires persons wishing to address the Board of Education to state their name, address, and any organization they represent.

8. **Policy 8343 – Agenda Construction and Control & Policy 9340 – Minutes** – Beginning July 31st, LB 83 requires that Board agendas and meeting minutes be posted on the District’s website. Each agenda must be posted at least twenty-four hours before the meeting. Both the agendas and meeting minutes must remain on the District’s website for at least six months.

B. OTHER CONSIDERATIONS

1. **LB 644 / Property Tax Request Joint Hearing.** This summer, Districts will need to prepare for and review LB 644, and the new budget and tax request process and timelines. Of note, districts will need to sufficiently plan to ensure that they meet the new law’s very specific and condensed timeframe. Within the next week or so, we will be sending out a more detailed guidance on complying with LB 644.

2. **Juneteenth.** This session, LB 29 made Juneteenth (June 19th) a Nebraska State holiday. Although most policies (including 6117) are limited to holidays that occur during the school year, some school districts (either by contract, handbook, or business practice) offer paid holidays for employees on state or federal holidays. Districts should review their holiday pay practices to determine if Juneteenth needs to be added as an additional paid holiday.

3. **Seizure Safe Schools Act.** Last year, the Legislature enacted LB 639, which requires, among other things, that “at least one school employee at each school who has met the training requirements necessary to administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms as approved by the United States Food and Drug Administration.” This requirement becomes effective, beginning in 2022-2023 school year.

4. ***Mahanoy v. BL Case.*** Last summer, the United States Supreme Court issued its decision in the “Snapchat cheerleader case.” The case mainly focused on whether a cheerleader had a First Amendment right to post negative comments about the cheer coaches and school while off-school grounds and outside of school hours. The United States Supreme Court held that the school overstepped its authority by removing the student from the cheer squad in response to her Snaps. One key takeaway from this case is that schools need to review their activity handbooks, activity agreements, and so forth, to ensure that there are no prohibitions against “any” negative speech, comments, and the like. Overbroad and/or vague rules regarding student speech are now subject to higher scrutiny under the *Mahanoy* case.

5. Polling Place or Election Training. LB 843 requires that any political subdivision that receives state or federal funding must make their building available to the County Election Commissioner either as a polling place or for election training. Schools should be aware of this new requirement, if contacted by their Election Commissioner.

6. Holocaust and Financial Literacy Standards. LB 888 requires the State Board of Education to incorporate education on the Holocaust and financial literacy into the social studies standards. This does not necessarily require a policy update but is something to keep in mind as you review and update your curriculum.

7. Bond Timing Correction. LB 1165 fixed a timing dispute over the approval and issuance of voter-approved bonds. Districts who are interested in pursuing a bond election should consult with their bond counsel to confirm that LB 1165 would address any timing concerns with their bond election.

8. Student Attendance Policies. Several schools ran into problems with NDE over student attendance reporting and their Student Attendance Policy. This summer would be a good time to review your Student Attendance Policy and related handbook provisions to ensure that your policy matches current practice.

9. Temporary Memorials Policy. Recent guidance has led some to rethink their Temporary Memorials Policy. Typically, this Policy outlines how deceased staff and/or students will (or will not) be memorialized by the District. There is no requirement to have a Temporary Memorials Policy, but some Districts have adopted a policy for the sake of consistency. For those Districts interested in different policy options on this point, please let us know and we can send you different draft policies.

10. Release from Contract. Some Districts have a policy that allows a teacher or administrator to be released from their contract up to a certain date. The current teacher shortage has led some Districts to question their current practices. In advance of the 2022-2023 school year, this summer would be a good time to decide if your District needs to change its policy and/or practice related to releasing certificated employees from contracts by a certain date.

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

Community RelationsTitle IX – Procedure for Complaints of Sexual Harassment**A. Complaint Procedure - Generally**

1. Reporting Procedures: All employees are responsible for helping to prevent sexual harassment. Employees or students who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor, the principal or supervisor of the offending person, or the Title IX Coordinator if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.
3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, or administrator, or the Title IX Coordinator.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator ~~may file a formal complaint and begin the following complaint procedure is:~~

TITLE IX COORDINATOR CONTACT INFORMATION

[Coordinator Name]

[Address]

[City, State, Zip]

[Phone Number]

[Email Address]

5. _____

2. District Actions upon Report of Sexual Harassment or Sexual Misconduct: Upon receipt of a report of sexual harassment, the Title IX Coordinator, or designee, including but not limited to a building principal or assistant principal, will conduct an initial inquiry. The first step of the inquiry will typically include a preliminary meeting between the individual whom the reporting party alleges has been subjected to sexual harassment or sexual misconduct and the Title IX Coordinator, or designee. The initial inquiry may also include a meeting between the Title IX Coordinator, or designee, and the individual whom the reporting party alleges has committed sexual harassment or sexual misconduct. The purpose of these meetings is to gain a basic

understanding of the nature and circumstances of the report, it is not intended to be a full investigative interview. During the initial assessment, the reporting party may also receive information about resources, rights, procedural options, and supportive measures. The Title IX Coordinator, or designee, may inquire into whether the person who has is alleged to have been subject to sexual harassment or misconduct requests resources, no further action, supportive measures, and/or initiation of the “Formal Complaint” process. The Title IX Coordinator will make a reasonable effort to respect the wishes of the person who experienced sexual harassment or sexual misconduct; however, if the reported incident constitutes an imminent or ongoing threat to school safety, based on the assessment of the Title IX Coordinator, then the Title IX Coordinator may file a Formal Complaint, on behalf of the District, with or without the consent or permission of the person who has experienced sexual harassment or sexual misconduct.

With or without a Formal Complaint, allegations of sexual harassment or discrimination shall be investigated and if substantiated, corrective or disciplinary action will be taken, up to and including dismissal from employment, if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against any person for reporting discrimination or harassment. This policy does not limit or prohibit the District from instituting disciplinary measures pursuant to other Board Policy, rules, or other expectations if the District determines that a person violated District rules or expectations.~~Allegations of sexual harassment or discrimination shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against an employee or student for reporting discrimination or harassment.~~

B. Formal Complaint Process

The following procedures apply only in the event that a Formal Complaint is filed. All other reports of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.

1. Misconduct Which May Be Investigated Under a Formal Complaint: The Formal Complaint process is only available if the Formal Complaint alleges: (i) conduct which occurs on District grounds or property owned or controlled by the District; (ii) conduct which occurs in the context of District employment or an education program or District-sponsored activity within the United States, and (iii) conduct which occurs when the District has substantial control over both the Respondent and the context in which the sexual harassment or sexual misconduct occurs. The conduct must also fall within one of the following categories: (a) an employee of the District conditioning an aid, service, or benefit of the District on an individual’s participation in unwelcome sexual contact; (b) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the District’s education program or activity; (c) sexual assault; (d) domestic violence; (e) dating violence; or (f) stalking.

2. Parties to a Formal Complaint: The only parties to a Formal Complaint are the Complainant, who is the person alleged to have been subject to misconduct, and the Respondent, the person who is alleged to have committed the misconduct.

3. Filing a Formal Complaint: A Formal Complaint may only be filed by a Complainant or the Title IX Coordinator. An employee or student Complainant may file a Formal Complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail. The Formal Complaint must be signed by the Complainant or by the Title IX Coordinator.

4. Immediate Actions Upon Receipt of Formal Complaint: Upon receipt of a Formal Complaint, the Title IX Coordinator will conduct an initial assessment of the allegations contained within the Formal Complaint to determine if the allegations in the Formal Complaint, if true, allege misconduct which may be investigated under the Formal Complaint process. If the allegations in the Formal Complaint do not allege misconduct which may be investigated under the Formal Complaint process, the Title IX Coordinator must dismiss the Formal Complaint and may proceed under other District policies or procedures. The Complainant will be provided notice in writing if the Formal Complaint is dismissed.

If the allegations in the Formal Complaint allege misconduct which may be investigated under the Formal Complaint process, the Title IX Coordinator shall provide the following to all known parties: (1) The complaint procedure as outlined in this policy; and (2) Notice of the allegations of sexual harassment, known by the District at the time of filing the Notice, including (i) the identities of the parties involved, if known, (ii) the conduct allegedly constituting sexual harassment, and (iii) the date and location of the alleged incident.

The Title IX Coordinator shall then provide the Formal Complaint and the Notice of the Formal Complaint to the District's Title IX Investigator.

5. Investigation of Formal Complaint: Upon receipt of a Formal Complaint, the Investigator will promptly investigate the allegations contained within, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The Investigator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegation(s) involve possible criminal conduct, the District will notify the Complainant of his or her right to file a criminal complaint, and District employees will not dissuade the Complainant from filing a criminal complaint either during or after the District's investigation.

The Investigator will contact the Complainant, Respondent, and relevant witnesses to schedule interviews. All parties may bring up to two people to this meeting: (1) Support Person and/or (2) Advisor of Choice. The Advisor of Choice may or may not be an attorney. Neither the Support Person nor the Advisor of Choice can direct questions or comments to the Investigator, nor may the Support Person or Advisor of Choice advise a student or employee how to answer the Investigator's questions.

The Investigator will also aim to collect all tangible evidence relevant to the investigation.

The Investigator will complete the investigation within a reasonable time frame, as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to, the allegations of the Formal Complaint and the number of witnesses that may need to be interviewed. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as deemed necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.

(A) *Neutrality*: The Title IX Coordinator, Investigator, Decision-Maker, or any person designated by the District to facilitate this Formal Complaint process, shall not have any conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The District shall ensure that Title IX Coordinator, Investigator, Decision-Maker, and any person who facilitates this Formal Complaint process shall receive training on the definition of sexual harassment, the scope of the District’s education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias.

(B) *Burden of Production*: It shall be the Investigator’s burden to gather evidence sufficient to reach a determination regarding the outcome of the Formal Complaint. To reach a determination, the investigation will include, but is not limited to:

- i. Providing the parties with the opportunity to present witnesses and provide evidence.
- ii. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- iii. A consideration of various factors, including: (1) the nature of the conduct and whether the conduct was unwelcome, (2) the surrounding circumstances, expectations, and relationships, (3) the degree to which the conduct affected one or more students' education, (4) the type, frequency, and duration of the conduct, (5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, (6) the number of individuals involved, (7) the age and sex, if applicable, of the alleged harasser and the alleged victim(s) of the harassment, (8) the location of the incidents and the context in which they occurred, (9) the totality of the circumstances, and (10) other relevant evidence.
- iv. A review of the evidence using a “preponderance of the evidence” standard. To meet the “preponderance of the evidence” standard, the evidence must show that the discrimination, harassment, or retaliation more likely occurred than did not occur.

(C) *Rights of the Parties*: The Respondent is entitled to a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process. The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The District retains the right to place any person on administrative leave during the pendency of the investigation. The District also retains the right to remove a Respondent from the District's educational program prior to the conclusion of the investigation. In the event of a removal, the Respondent shall have the opportunity to challenge the decision for removal by meeting with the Title IX Coordinator to discuss the removal.

(D) Conclusion of Investigation: Prior to the conclusion of the investigation, the Investigator shall send each party the evidence that is subject to inspection and review in an electronic format or a hard copy. This information shall be known as the "Draft Investigative Report." The Draft Investigative Report shall include all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the Investigator does not intend to relay to the ~~Decision-Maker~~Decision-Maker. The parties shall then have ten (10) calendar days to submit a written response, which the Investigator will consider. Responses may not be submitted by the parties' Advisor of Choice or Support Person, unless such person is the parent or guardian of the Complainant or Respondent. Responses may include corrections to the Investigator's summary of the parties' interviews, suggestions for additional investigation, or additional information not known at the time of the interviews. Any new information provided by the parties during the response period will not result in an additional time period for response by the other party unless determined necessary by the Title IX Coordinator. The Investigator is not obliged to respond to any question or requests for information in the parties' responses. The Investigator will consider the information provided by the parties and will incorporate relevant information into the Final Investigative Report. The Final Investigative Report will fairly summarize the relevant evidence. The Investigator shall then submit the Final Investigation Report to the Decision-Maker. The parties shall each receive a copy of the ~~Ffinal Iinvestigative Rreport~~ final Investigative Report at the same time as the Decision-Maker.

6. Actions Taken By ~~Decision-Maker~~Decision-Maker Upon Receipt of Final Investigative Report: Upon receipt of the Final Investigative Report, the Decision-Maker~~Decision-Maker~~ shall provide 10 days for each party to submit written, relevant questions that a party wants asked of any party or witness. Questions shall be submitted to the Title IX Coordinator who shall determine whether questions are relevant. The Title IX Coordinator shall contact parties or witnesses to request answers to the parties' relevant questions. The Title IX Coordinator will -provide each party, and the ~~Decision-Maker~~Decision-Maker with the answers provided by the opposing party or witness and allow for additional, limited follow-up questions from each party.

7. Notice of Determination: Once the Decision-Maker~~Decision-Maker~~ has received the answers to relevant questions submitted by the parties, the ~~Decision-Maker~~Decision-Maker shall consider the answers and the Decision-Maker~~Decision-Maker~~ shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame, as determined by the Title IX Coordinator. The Decision-Maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person's status, such as the Complainant, Respondent, or witness. The Decision-Maker shall provide the written determination to both parties simultaneously. The written determination shall include:

- (a) Identification of the allegations potentially constituting sexual harassment;
- (b) A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
- (c) Findings of fact supporting the determination;
- (d) Conclusions regarding the application of each recipient's code of conduct to the facts;
- (e) A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the Complainant; and
- (f) The recipient's procedures and permissible bases for the Complainant and Respondent to appeal.

The Family Educational Rights and Privacy Act (FERPA) permits the District to disclose relevant information to a student who was discriminated against or harassed.

8. Sanctions: At the conclusion of the investigation, the Decision-Maker may institute disciplinary measures against the Respondent if the Decision-Maker determines that the Respondent engaged in sexual abuse or harassment. Disciplinary measures may include, but are not limited to, in-school suspension, out-of-school suspension, expulsion, and, in the case of an employee disciplinary action, up to and including immediate termination from employment.

The Title IX Coordinator is responsible for coordinating the implementation of supportive measures for the victim(s).

C. Appeals

If either party is not satisfied with the outcome of the investigation and the decision of the Decision-Maker, they may appeal on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent generally or the individual Complainant or Respondent that affected the outcome of the matter.

The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent.

Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.

The Superintendent shall give both parties a reasonable, and equal opportunity to submit a written statement in support of, or challenging the outcome.

The Superintendent shall review the investigative report, Decision-Maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The Superintendent shall provide the written decision simultaneously to both parties.

D. Informal Resolution

If a Formal Complaint is filed, the District may offer the Complainant and Respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:

1. Written notice to both parties disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the Formal Complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. The parties' voluntary, written consent to the informal resolution process; and
3. That the allegations of the Formal Complaint do not involve any allegations that an employee sexually harassed a student.

E. Record Keeping

The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings for a period of seven (7) years.

B. Response to a Formal Complaint

1. Filing Formal Complaint: An employee or student can allege sexual harassment by filing a formal complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail using the following contact information:

~~TITLE IX COORDINATOR CONTACT INFORMATION~~

~~{Coordinator Name}~~

~~{Address}~~

~~{City, State, Zip}~~

~~{Phone Number}~~

~~{Email Address}~~

~~The formal complaint must be signed by the complainantComplainant or by the Title IX Coordinator. **The following procedures apply only in the event that a formal complaint is filed. All other allegations of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.**~~

~~2. — Immediate Actions upon Receipt of Formal Complaint: Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following to all known parties: (a) the complaint procedure as outlined in this regulation; and (b) notice of the allegations of sexual harassment, including: (i) the identities of the parties involved, if known; and (ii) the conduct allegedly constituting sexual harassment; and (iii) the date and location of the alleged incident.~~

~~The parties to the formal complaint may select an advisor of their choice, who may be, but is not required to be, an attorney.~~

~~3. — Investigation of Formal Complaint: Upon receipt of a formal complaint, the Title IX Coordinator shall notify the Investigator. The Investigator will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The Investigator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegation(s) involves possible criminal conduct, the District will notify the complainantComplainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainantComplainant from filing a criminal complaint either during or after the District's investigation.~~

~~The Investigator will aim to complete its investigation within a reasonable time frame, as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to, the allegations of the formal complaint, the number of witnesses that may need to be interviewed, and whether the police are also conducting an investigation into the allegations. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as he or she deems necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.~~

~~(a) — Neutrality: The Title IX Coordinator, investigatorInvestigator, decision-makerDecision-Maker, or any person designated by the District to facilitate this complaint procedure, shall not have any conflict of interest or bias for or against complainantComplainants or respondentRespondents generally or an individual complainantComplainant or respondentRespondent. The District shall ensure that Title IX Coordinators, investigatorInvestigators, decision-makerDecision-Makers, and any persons who facilitate this complaint procedure shall receive training on the definition of sexual harassment in accordance with this regulation, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias. The District shall ensure that the individuals involved in the complaint procedure receive training on issues of~~

~~relevance of questions and evidence and on issues of relevance to create an investigative report that fairly summarizes relevant evidence.~~

- ~~(b) *Burden of Production:* It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding responsibility. To reach a determination, the investigation will include, but is not limited to:~~
- ~~i. Providing the parties with the opportunity to present witnesses and provide evidence.~~
 - ~~ii. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.~~
 - ~~iii. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.~~
 - ~~iv. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)~~
- ~~(c) *Rights of the Parties:* The respondentRespondent is entitled to a presumption that the respondentRespondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.~~

~~The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.~~

~~The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.~~

~~The Investigator shall provide the parties with the same opportunities to have others present during any complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice if the Investigator deems appropriate. However, the Investigator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, if the restrictions apply equally to both parties.~~

~~The Investigator shall provide to all witnesses expected to attend a meeting notice of the date, time, location, participants, and purpose of all hearings within two (2) days of the meeting.~~

~~Up until the conclusion of the investigation, the parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. This includes the evidence upon which the Investigator does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence obtained from any source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.~~

~~The District retains the right to place an employee on administrative leave during the pendency of an investigation. The District also retains the right to remove a student from the District's educational program prior to the conclusion of the investigation. In the event of a removal, the respondent Respondent shall have the opportunity to challenge the decision for removal.~~

- ~~(d) *Conclusion of Investigation:* Prior to the conclusion of the investigation, the investigator Investigator shall send each party and the party's advisor, if any, the evidence that is subject to inspection and review in an electronic format or a hard copy. The parties shall then have ten (10) days to submit a written response, which the investigator Investigator will consider.~~

~~Once the investigator Investigator has considered the written statements of the parties, if any, and any questions of the parties, if any, the investigator Investigator shall create an investigative report that fairly summarizes relevant evidence. The investigator Investigator shall then submit the written investigation report to the decision-maker Decision-Maker. The parties shall each receive a copy of the final investigative report at the same time as the decision-maker Decision-Maker.~~

~~4. *Decision of Responsibility:* The decision-maker Decision-Maker shall review the investigative report. Prior to coming to a determination regarding responsibility, the decision-maker Decision-Maker shall provide ten (10) days for each party to submit written, relevant questions that a party wants asked of any party or witness, provide each party with answers, and allow for additional, limited follow-up questions from each party.~~

~~Once the decision-maker Decision-Maker has considered the written questions of the parties, if any, the decision-maker Decision-Maker shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame as determined by the Title IX Coordinator. The decision-maker Decision-Maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person's status, such as complainant Complainant, respondent Respondent, or witness. The decision-maker Decision-Maker shall provide the written determination to both parties simultaneously. The written determination must include:~~

- ~~(a) Identification of the allegations potentially constituting sexual harassment;~~
- ~~(b) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;~~
- ~~(c) Findings of fact supporting the determination;~~
- ~~(d) Conclusions regarding the application of each recipient's code of conduct to the facts;~~
- ~~(e) A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondentRespondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainantComplainant; and~~
- ~~(f) The recipient's procedures and permissible bases for the complainantComplainant and respondentRespondent to appeal.~~

~~The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.~~

~~5. Supportive Measures and Disciplinary Actions:~~

~~Throughout the investigation, either party may be entitled to supportive measures. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainantComplainant or the respondentRespondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment to deter sexual harassment.~~

~~Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainantComplainant or respondentRespondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.~~

~~At the conclusion of the investigation, the decision-makerDecision-Maker may institute disciplinary measures to the respondentRespondent if the decision-makerDecision-Maker determines that the respondentRespondent engaged in sexual abuse or harassment. Disciplinary~~

~~measures may include, but are not limited to, in-school suspension, out-of-school suspension, expulsion, and in the case of an employee, disciplinary action up to and including dismissal from employment. This policy does not limit or prohibit the District from instituting disciplinary measures if, in the course of the investigation, it determines that the complainant Complainant or respondent Respondent violated the student code of conduct.~~

~~The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.~~

~~C. — Appeals~~

~~If either party is not satisfied with the outcome of the investigation and the decision of the decision-maker Decision-Maker, they may appeal on the following basis:~~

- ~~1. — Procedural irregularity that affected the outcome of the matter;~~
- ~~2. — New evidence, that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and~~
- ~~3. — The Title IX Coordinator, investigator Investigator, or decision-maker Decision-Maker had a conflict of interest or bias for or against the complainant Complainant or respondent Respondent generally or the individual complainant Complainant or respondent Respondent that affected the outcome of the matter.~~

~~The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent of Schools.~~

~~Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.~~

~~The Superintendent of Schools shall give both parties a reasonable and equal opportunity to submit a written statement in support of or challenging the outcome.~~

~~The Superintendent of Schools shall review the investigative report, decision-maker Decision-Maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The Superintendent of Schools shall provide the written decision simultaneously to both parties.~~

~~D. — Informal Resolution~~

~~If a formal complaint is filed, the District may offer the complainant Complainant and respondent Respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:~~

- ~~1. Written notice to both parties disclosing: the allegations, the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;~~
- ~~2. The parties' voluntary written consent to the informal resolution process; and~~
- ~~3. That the allegations of the formal complaint do not involve any allegations that an employee sexually harassed a student.~~

~~**E. Record Keeping**~~

~~The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, any transcripts, or audio recordings pertaining to the investigative and appeal proceedings for a period of seven (7) years.~~

Legal Reference: Title IX

Date of Adoption: [Insert Date]

Business Operations

Internal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Generally: If the District receives federal awards, grants, or other funds, the District will:

(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and maintain these internal controls consistent with the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);

(b) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;

(c) Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of federal award;

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as “sensitive” or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two (2) years;
- 3) Implement a Control System procedure;

- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for small purchases (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids;
- 4) A procedure for competitive proposals; and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.
Legal Reference: 2 C.F.R. § 200.333.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded, and the District will maintain a copy of said verification.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;

- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Identifying adequately the source and application of funds for federally-funded activities;
- 4) Ensuring effective controls over and accountability for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District's records;
- 2) Are not included as contributions for any other Federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are allowable under the applicable Cost Principles requirements;
- 5) Are not paid by the Federal Government under another Federal award, except where the federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- 6) Are provided for in the approved budget when required by the federal awarding agency; and
- 7) Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two (2) or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Federal Funds for Construction Projects: For all federal awards, the District will comply with all applicable legal requirements, including the Davis-Bacon Act.

Legal Reference: 34 C.F.R. § 75.600, et seq.

Capitalization and Depreciation: The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, District staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.

B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.

C. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.

D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.

E. When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.

F. If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

G. Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Maintaining Records: Financial records, supporting documents, statistical records, and all other District records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time. Legal Reference: 2 C.F.R. § 200.334.

Conflict of Interest: Notwithstanding any other Board Policies or Procedures, the District shall ensure that it avoids any conflicts of interest regarding any federal awards. The District will disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy. Legal Reference: 2 C.F.R. § 200.112.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. § 200, et seq.

Date of Adoption: [Insert Date]

Business OperationsProcedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of one hundred nine thousand dollars (\$109,000), or such sum as adjusted pursuant to Section 73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: —The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of ten thousand dollars (\$10,000) or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred and eighteen thousand dollars (~~\$100~~118,000), as adjusted from time to time by Section 81-3445 or other applicable law.

7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. Sec. 52-118; Neb. Rev. Stat. Sec. 73-101 *et seq.*; Neb. Rev. Stat. Sec. 73-106; Neb. Rev. Stat. Sec. 81-3445

Date of Adoption: [Insert Date]

Personnel - All EmployeesDrug and Substance Use and Abuse

It is the policy of the [Name] Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will ensure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.
2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.
3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.

6. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Section 2 Alcohol and Drug Testing

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, the Moving Ahead for Progress in the 21st Century (MAP-21) Act, and all regulations and rules promulgated pursuant ~~theretoto~~ such Acts. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §§701 to 707
49 U.S.C. §§5331(b) and 31306; ~~and~~ 49 CFR Part 382

Date of Adoption: [Insert Date]

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:
FEDERAL REGULATIONS, [NAME] PUBLIC SCHOOLS' COMPLIANCE POLICIES
AND PROCEDURES, AND EDUCATIONAL MATERIALS**

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, [Name] Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

(A) The persons designated by [Name] Public Schools to answer employee questions about these materials are:

Superintendent of Schools
Secondary Principal

(B) The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are:

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

(C) The term "safety-sensitive functions" means:

- (1) All time waiting to be dispatched, unless the driver has been relieved from duty;
- (2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
- (3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
- (4) All time, other than driving time, in or upon any commercial motor vehicle;
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
- (7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

(D) Employee conduct that is prohibited by the federal controlled substances and alcohol

use and testing regulations includes:

1. **Alcohol concentration.**
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. **Alcohol possession.**
No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use.**
No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use.**
No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident.**
No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. **Refusal to submit to a required alcohol or controlled substances test.**
No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use.**
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
8. **Controlled substances test.**
No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

(E) The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:

1. **Pre-employment testing.**
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.
2. **Post-accident testing.**
 - (a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
 - (1) Who was performing safety-sensitive functions with respect to the vehicle,

- if the accident involved the loss of human life; or
- (2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.
- (b) (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such cannot reasonably be done, and not more than eight hours following the accident.
 - (2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.
- (c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

3. **Random testing.**

(a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.

(b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.

(c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.

(d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

4. **Reasonable suspicion testing.**

(a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).

(b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:

- (i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
- (ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing.**

(a) Alcohol. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) Controlled Substances. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing.**

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

(F) The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

(G) An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.

(H) A "refusal to submit" to an alcohol or controlled substance test includes:

Refuse to submit (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

The consequences for refusing to submit to an alcohol or controlled substances test are as follows: A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol

(concentration of 0.04 or greater) or controlled substances test.

(I) The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

- (i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and
- (ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

(J) The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include: Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

(K) Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected: Information will be made available by the counselor to employees upon request.

Date of Adoption: [Insert Date]

Personnel - Certificated EmployeesSubstitute Teachers

Persons employed as substitute teachers shall meet such qualifications as are established by law and the State Department of Education and may be employed for periods of time in the absence of the regular teacher.

Rates of compensation for all substitute teachers will be set by the Board, provided that after a substitute employee has been on duty for fifteen (15) consecutive school days, such substitute teacher shall be paid on a per diem rate applying the salary schedule in place for certificated teachers for the school district based upon the substitute teacher's level of educational attainment and years of teacher experience. Substitute teachers will not participate in the health plan or other fringe benefits of the school district.

The Superintendent shall be responsible for recruitment, selection, assignment, orientation and evaluation of substitute teachers. The Superintendent, or Superintendent's designee, is hereby authorized on behalf of the District to execute any necessary documents to assist a substitute teacher to secure a local substitute teaching permit.

Legal Reference: Neb. Rev. Stat. Sec. 79-808

Date of Adoption: [Insert Date]

InstructionSpecial Education

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

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

1. Free Appropriate Public Education

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

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

2. Full Educational Opportunity Goal

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

Legal Reference: 92 NAC 51-004.11A

3. Child Find

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

~~publish an annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parents. The District will screen and evaluate all children with suspected disabilities birth through age 21, and will implement practical methods to track which children are currently receiving special education and related services. The District will provide student referrals that are accompanied by documentation of scientific, research, or evidence-based academic and/or behavioral interventions that have been implemented as designed for the appropriate period of time to show effect or lack of effect that demonstrates the child is not making a sufficient rate of progress to meet age or state-approved, grade-level standards within a reasonable time frame. The District will provide sustained supervision to monitor the implementation of compliant practices for the Child Find Rule. The District will use supervision and monitoring data to identify schools and/or personnel that require technical assistance to support compliant practices in the area of Child Find, paying particular attention to the communities experiencing disproportionality in the schools. All District Child Find activities will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.~~

~~, guardians, or appointed surrogates. The District's child find process will be consistent with Federal and Nebraska regulations.~~ Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Pre-Referral Interventions

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

Legal Reference: 92 NAC 51-006.01B

5. Disability Verification and Eligibility

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

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

5.6. Individualized Education Program (IEP)

~~An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.— by teams that will include all roles identified within Federal and Nebraska rules. Any draft of an IEP that is developed will not be considered final until it is reviewed and revised based on the team,~~

including the parent, guardian, or appointed surrogate, input, and consensus. The district will make reasonable efforts to obtain informed consent from the parent, guardian, or appointed surrogate for special education placement on the IEP form before services are initiated. Revocation of consent for services must be documented by the parent, guardian, or appointed surrogate in writing.

Legal Reference: 92 NAC 51-007

6.7. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled; and special. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the “Least Restrictive Environment Rules”).

~~The District will: (1) develop and implement written procedures for implementation of the LRE Rules; (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the LRE Rules; (3) provide sustained supervision to monitor the implementation of compliant practices for the LRE Rules; (4) use the supervision and monitoring data to identify schools and/or personnel that require technical assistance to support compliant practices in the area of least restrictive environment, paying particular attention to the disproportionate group; (5) ensure that every Individualized Education Programs (IEP) team meaningfully considers various support systems and activities that could be used to assist students with disabilities (SWD) to be educated successfully in general education classes prior to the consideration of pullout special education services; (6) ensure that special education teachers provide support to general education teachers in a variety of ways including, but not limited to, consultation, implementation of accommodations or modifications, and co-teaching; (7) The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in the disproportionate group, for special education and related services; (8) ensure that, in determining the educational placement of a child with a disability, including a preschool child with a disability, each district ensures that the placement decision is made by a group of persons including the parents, and other persons knowledgeable about the child, the meaning of the evaluation data, and the placement options. Particular attention is paid to the disproportionate group; (9) ensure that placement discussions are based upon a completed IEP developed by the IEP team, focused on individualized student needs; and (10) ensure that the IEP teams review the students’ progress at least annually to determine appropriate placement and progress towards annual goals.~~disproportionate groups, for special education and related services.

Legal Reference: 92 NAC 51-008.01

7.8. Procedural Safeguards

~~Children with disabilities and their parents shall be afforded the required procedural safeguards. Children with disabilities and their parents, guardians, or appointed surrogates shall be afforded the required procedural safeguards. Parents, guardians, and appointed surrogates will be given a copy of their procedural safeguards annually or upon initial referral or parental (parent, guardian,~~

or appointed surrogate) request for evaluation; upon request by a parent, guardian, or appointed surrogate; upon receipt by the school district or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016.

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

8.9. Disciplinary Removal of Children with Disabilities

~~The District will (1) develop and implement written procedures for disciplining students with disabilities (the "Discipline Rules"); (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Discipline Rules; (3) provide sustained supervision to monitor the implementation of compliant practices for the Discipline Rules; (4) use supervision and monitoring data, disaggregated by race/ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of discipline (including but not limited to: de-escalation techniques, functional behavior assessment, behavior intervention planning, and manifestation determination procedures); (5) ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining suspension of a child with a disability, and ensure that data shows that these considerations are equitably made by race/ethnicity; (6) notify parents on the day that the decision is made to make a removal that constitutes a change in placement of a child with a disability because of violation of a code of child conduct, and send parents copies of the procedural safeguards; (7) provide educational services for students removed fewer than 10 days to enable the student to continue to participate in the general educational curriculum, although in another setting, and to progress toward meeting the goals set out in the Individualized Education Programs, with data showing that these services are equitably provided by race/ethnicity; (8) ensure that within 10 school days of any decision to change placement of a child with a disability because of a violation of a code of student conduct, the IEP Team will review all relevant information in the file to determine whether the conduct in question was caused by or had a direct and substantial relationship to the child's disability or the conduct was the direct result of the district's failure to implement the IEP, and that such determinations are made equitably by race/ethnicity; and (9) ensure that, if the IEP Team makes a determination that the conduct was a manifestation of the child's disability, then the IEP Team conducts a functional behavioral assessment, unless the District conducted a FBA before the behavior that resulted in the change of placement occurred, and implements a behavioral intervention plan.~~

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for no more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement. If a student with a disability violates a code of student conduct, the school district will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement, as defined in Federal and Nebraska rules, is appropriate for the student. Change of placement decisions related to disciplinary removals will be consistent with Federal and Nebraska regulations. For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of

the school code is determined not to be a manifestation of the child's disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Legal Reference: 92 NAC 51-016

9.10. Evaluation, Identification, and Reevaluation Procedures

~~Children with disabilities shall be evaluated, identified, and reevaluated in accordance with 92 NAC 51-006. The District will: (1) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Evaluation and Reevaluation Rule; (2) provide sustained supervision to monitor the implementation of compliant practices for the Evaluation and Reevaluation Rule; (3) use the supervision and monitoring data, disaggregated by race and ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of evaluation and reevaluation, as well as the appropriate technical assistance/professional development to any schools and/or personnel identified in such data; (4) conduct a reevaluation of each child with a disability at least once every 3 years, unless the parent and the District agree that a reevaluation is unnecessary; (5) use a variety of assessment tools and strategies to gather relevant academic, functional, and developmental information about the child, including information provided by the parents, and information related to enabling the child to be involved in and progress in the general education curriculum that may assist in determining: (i) Whether the child is a child with a disability, and (ii) The content of the child's individualized education program; (6) use more than one procedure to determine whether a child has a disability and the appropriate educational program for the child; (7) use technically sound instruments to assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors; (8) select assessments and other evaluation materials in a manner that (i) does not discriminate on a racial or cultural basis, (ii) is provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer, (iii) has been validated for the specific purpose for which they are used, and (iv) are administered by trained and knowledgeable personnel in accordance with any instructions provided by the producer of the assessments; and (9) provide high quality, sustained professional learning activities on the written procedures for appropriate District and school personnel to assist with the implementation of the Evaluation and Reevaluation Rule.~~

Children with disabilities shall be evaluated, identified, and reevaluated by a team of multidisciplinary qualified professionals in accordance with 92 NAC 51-006. The MDT of a child suspected of having a specific learning disability shall include the additional requirements in accordance with 92 NAC 51-006.04K. The District will make reasonable efforts to obtain written permission for evaluation in accordance with Federal and Nebraska rules. Revocation for consent for evaluation must be documented by the parent, guardian, or appointed surrogate in writing.

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

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

Legal Reference: 92 NAC 51-006

10.11. Confidentiality of Personally Identifiable Information

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

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

11.12. Transition of Children from Part C to Preschool Programs

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

Legal Reference: 92 NAC 52-008

12.13. Children in Nonpublic Schools

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

Legal Reference: 92 NAC 51-012.08 and 015

13.14. Personnel Standards and Personnel Development

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

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

Legal Reference: 92 NAC 51-010

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

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

Legal Reference: 92 NAC 51-004.05

15.16. Suspension and Expulsion Rates

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

Legal Reference: 92 NAC 51-004.06E

16.17. Access to Instructional Materials

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

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

Legal Reference: 92 NAC 51-004.15

17.18. Over-Identification and Disproportionality

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

Legal Reference: 92 NAC 51-006.02C

18.19. Prohibition on Mandatory Medication

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

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

19.20. Transportation

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

Legal Reference: 92 NAC 51-014.01 through 014.02

20.21. Surrogates

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

Legal Reference: 92 NAC 51-009.10

21.22. Early Intervention Services – Consent

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

Legal Reference: 92 NAC 52

22. Eligibility Determinations

~~The District will (1) develop written procedures for implementation of the Eligibility Determination Rule; (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Eligibility Determination Rule; (3) provide sustained supervision to monitor the implementation of compliant practices for the Eligibility Determination Rule; (4) use the supervision and monitoring data, disaggregated by race and ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of eligibility; (5) ensure Individualized Education Programs (IEPs) are developed for children with a determination made of having a disability that has: (a) an adverse effect on educational performance (academic, functional, and/or developmental) and (b) requires special education and related services; (6) ensure that an eligibility report, which documents the area of disability, is completed and placed in each child's special education folder, with the eligibility report providing statements for each component of the eligibility and be comprehensive enough to serve as the evaluation report when necessary; (7) ensure the completion of the administration of assessments and other measures that the Multidisciplinary Evaluation Team (a group of qualified professionals and the parents of the child) determine whether the child is a child with a disability and the educational needs of the child; (8) ensure appropriate consideration of the exclusionary factor for reading (a child is not to be determined to be a child with a disability if the primary factor for that determination is a lack of appropriate instruction in reading, including the essential components of reading instruction as defined in section 1208(3) of ESEA); (9) ensure appropriate consideration of the exclusionary factor for math (a child must not be determined to be a child with a disability if the primary factor for that determination is a lack of appropriate instruction in math); (10) ensure~~

~~appropriate consideration of the exclusionary factor for Limited English Proficiency (LEP) (a child will not be determined to be a child with a disability if the primary factor for that determination is limited English proficiency); and (11) ensure (1) evaluation data draw upon information from a variety of sources, including aptitude and achievement tests, parent input, and teacher recommendations as well as the information about the child's physical condition, social or cultural background, and adaptive behavior and (2) that information obtained from all these sources is documented and carefully considered.~~

~~Legal Reference: 92 NAC 51-006.04.~~

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

Date of Adoption: [Insert Date]

Internal Board Policies - Methods of Operation

Agenda Construction and Control

- A. Written meeting agendas will be prepared by the Superintendent in collaboration with the President of the Board of Education. Any Board member may submit agenda items to be placed on the agenda by the Superintendent and the Board President.

- B. Control of the agenda is the responsibility of the Board President. Agenda items shall set forth the matter to be discussed at that agenda item. An agenda, kept continuously current, shall be readily available for public inspection at the office of the Superintendent of Schools of the [Name] School District during normal business hours. Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the scheduled commencement of the meeting. The School Board shall have the right to modify the agenda to include items of an emergency nature only by action taken at the public meeting at which the item is to be considered. Agenda items shall be sufficiently specific to advise the public of the issues to be discussed under that agenda item.

Legal Reference: Neb. Rev. Stat. Sec. 84-1411

Date of Adoption: [Insert Date]

Internal Board Policies - Methods of OperationPublic Participation at Board MeetingsA. Attend

Members of the public shall be permitted to attend and to speak at board meetings. They will not be required to identify themselves as a condition for admission to the meeting.

The Board may allow advisors, consultants, and other persons who are not Board members to appear at the meeting via telephone or other similar means.

The chair has the authority to assure that people conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The chair may order persons who are disorderly to be removed from the meeting.

Legal Reference:	Sections 79-570; 79-571; Sec. 84-1411 (3) and (6); Sec. 84-1412 (1) and (3)
-------------------------	--

B. Hear

The board will, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

Legal Reference:	Sec. 84-1412 (7)
-------------------------	------------------

C. Record

Members of the public may use recording devices (tape recorder, video camera, etc.) to record any part of a meeting of a public body, except for closed sessions. No recording, other than note taking, shall be done without informing the President in advance. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

Legal Reference:	Sec. 84-1412 (1)
-------------------------	------------------

D. Access to Written Materials

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

Legal Reference:	Sec. 84-1412 (8)
-------------------------	------------------

E. Speak

Members of the public will be permitted to speak at Board meetings at which a public forum is on the Agenda. Members of the public may also speak when invited to make a presentation or when recognized by the chair. The Board is not required to allow members of the public to speak at each meeting. However, the Board will not forbid public participation at all meetings.

Members of the public will not be required to have their name be placed on the agenda prior to the meeting in order to speak about items on the agenda.

Any member of the public desiring to address the body shall be required to identify himself or herself, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual. ~~Members of the public who desire to address the Board will be required to identify themselves.~~

The President or chair for the meeting shall have the authority to establish reasonable time limits for individual speakers and for the duration of public forum sessions.

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against a school employee shall not be made for the first time at a public Board meeting without having followed the school's complaint procedure.

Legal Reference:	Sec. 84-1412 (1) (2) and (3)
-------------------------	------------------------------

Date of Adoption: [Insert Date]

Bylaws of the Board - MeetingsMinutes

The Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The resignation of a Board member or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available on the District's website and for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved.

The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours. The minutes shall also be available on the District's website for at least six (6) months.

~~The minutes may be kept as an electronic record.~~

Legal Reference: Neb. Rev. Stat. Sections 79-555; 79-570; and 79-577
Neb. Rev. Stat. Sections 84-1408 to 1414

Date of Adoption: [Insert Date]

STUDENT - PARENT HANDBOOK OF WAYNE ELEMENTARY



Foreword

		Page
Section 1	Intent of Handbook	5
Section 2	Members of the Board of Education	5
Section 3	Administrative Staff	6
Section 4	Teaching Staff	6-7
Section 5	Support Staff	8
Section 6	School Calendar	8

Article 1 - Mission and Goals

		Page
Section 1	School Mission Statement/Vision Statement/District Expectations/Character Traits	9-10
Section 2	Goals and Objectives	10-11
Section 3	Mutual Respect	12
Section 4	Complaint Procedures	12
Section 5	Student Rights and Responsibilities	12-13

Article 2 - School Day

		Page
Section 1	Daily Schedule - Elementary	14
Section 2	Shortened Schedule	14
Section 3	Severe Weather and School Cancellations	14-15
Section 4	Supervision Responsibility Before/After School	15-16
Section 5	Messages/Deliveries	16
Section 6	Recess	16
Section 7	Wayne Elementary Recess and School Clothing Guidelines	16-17
Section 8	School Meals	17-18
Section 9	Birthdays	18
Section 10	Assemblies	18
Section 11	Instrumental Music	18
Section 12	Nuisance Items	18
Section 13	Change of Information	18

Section 14	Emergency Evacuation / Lockout and Lockdown	18
Section 15	Emergency Response Plan Managing Student Release to Parents/Guardians	19-20

Article 3 - Use of Building and Grounds

		Page
Section 1	Visitors	20
Section 2	Smoke-Free Environment	20
Section 3	Care of School Property	21
Section 4	Lockers	21
Section 5	Searches of Lockers and Other Types of Searches	21
Section 6	Video Surveillance	21-22
Section 7	Use of Telephone	22
Section 8	Bicycles	22
Section 9	Student Valuables	22
Section 10	Lost and Found	22
Section 11	Accidents	22
Section 12	Laboratory Safety Glasses	22
Section 13	Insurance	22-23
Section 14	Bulletins and Announcements	23
Section 15	Copyright and Fair Use Policy	23
Section 16	Grounds/Parking/Pick Up/Drop Off	24-25

Article 4 – Attendance

		Page
Section 1	Attendance Policy	25
Section 2	Attendance and Absences	25-26
Section 3	Absence Procedures	26
Section 4	Make-up Work	26
Section 5	Attendance is Required to Participate in Activities	26
Section 6	Truancy	27-28

Article 5 - Scholastic Achievement

		Page
Section 1	Promotion and Retention	28
Section 2	Interim Reports	28
Section 3	Report Cards	29
Section 4	Parent - Teacher Conferences	29
Section 5	Academic Integrity	29-31

Article 6 - Support Services

		Page
Section 1	Special Education Services	31-32
Section 2	Students with Disabilities: Section 504	32-33

Section 3	School Counseling Services	33
Section 4	Health Services	33-36
Section 5	Transportation Services	36-37

Article 7 - Drugs, Alcohol and Tobacco

		Page
Section 1	Drug-Free Schools	37-38
Section 2	Education and Prevention	38
Section 3	Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco	38-39

Article 8 - Student Rights, Conduct, Rules and Regulations

		Page
Section 1	Purpose of Student Conduct Rules	39
Section 2	Forms of School Discipline	39-42
	<ul style="list-style-type: none"> ● Short-Term Suspensions ● Long-Term Suspensions ● Expulsions ● Other Forms of Student Discipline 	
Section 3	Student Conduct Expectations	42-55
	<ul style="list-style-type: none"> ● Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment ● Additional Student Conduct Expectations and Grounds for Discipline ● Student Appearance Policy ● Electronic Devices ● Harassment and Bullying Policy ● Inappropriate Public Displays of Affection ● Specific Rule Items ● Network, E-Mail, Internet and Other Computer Use Rules ● Risks of MySpace, Facebook and other Social Networking 	
Section 4	Reporting Student Law Violations	55-56

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

		Page
Section 1	Student Fees Policy	56-58

Article 10 - State and Federal Programs

		Page
Section 1	Notice of Nondiscrimination	59
Section 2	Designation of Coordinator(s)	59
Section 3	Anti-discrimination & Harassment Policy	60-62

Section 4	Multicultural Policy	62
Section 5	Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973	62-63
Section 6	Notification of Rights Under FERPA	63
Section 7	Notice for Parents of Students in Programs Receiving Title I Funding	65-66
Section 8	Dating Violence Prevention	66
Section 9	HIPAA (Health Insurance Portability and Accountability Act, 1996)	66
Section 10	Public Notification for Eliminating Discrimination and Denial of Services in Vocational Education Programs	66-67
Section 11	Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)	67
Section 12	Administrative Regulation Admittance-Home School Educated Students	68
Section 13	Business Operations	68-69
Section 14	Student Privacy Protection Policy	69-72
Section 15	Parental Involvement	73-77
Section 16	Homeless Student Policy	77-78

	Parent - Student Compact Form	79
	Student Fee Waiver Form	80
	Student Rights / Responsibilities	81
	Availability of Handbooks – Internet Option Form	82
	Handbook Receipt	83

Appendix

Appendix A	School Calendar	A-1
-------------------	------------------------	------------

Wayne Community Schools Student-Parent Handbook
2022-2023 School Year

Foreword

Section 1 Intent of Handbook

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

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

Section 2 Members of the Board of Education

Name	Contact Information
Jodi Pulfer, President	jopulfe1@waynebluedevils.org 402-375-3150
Jaime Manz, Vice President	jamanz1@waynebluedevils.org 402-375-3150
Deb Daum, Secretary/Treasurer	dedaum1@waynebluedevils.org 402-375-3150
Jeryl Nelson	jenelso1@waynebluedevils.org 402-375-3150
Sylvia Ruhl	syruhl1@waynebluedevils.org 402-375-3150
Justin Davis	judavis1@waynebluedevils.org 402-375-3150
Jodi Pulfer	jopulfe1@waynebluedevils.org 402-375-3150
Lynn Junck	ljunk1@waynebluedevils.org

	402-375-3150
--	--------------

Section 3 Administrative Staff

Name	Position	School	Contact Information
Mark Lenihan	Superintendent	All District	maleni1@waynebluedevels.org 402-375-3150
Russ Plager	Principal	Elementary School	ruplage1@waynebluedevels.org 402-375-3854
Johanna Osborn	Assistant Principal	Elementary School	joosbor1@waynebluedevels.org 402-375-3854
Misty Bear	Special Education Director	All District	mibeair1@waynebluedevels.org 402-833-1450

Section 4 Teaching Staff

Wayne Elementary School

Name	Department	Grades
Jaimie Behmer	Heartland Counseling	K-12
Grace Bennett	School Psychologist	K-6
Aaron Carlson	Physical Education	K-6
Nichelle Daum	Special Education	4-6
Andi Diediker	Language Arts, Math	Fifth Grade
Jean Dorcey	Title	K-6
Staci Foote	Language Arts, Math, Science, Social Studies	4th Grade
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
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
Rachel Kerby	School Psychologist	PK-12
Christiana Koeppe	General Music/Band	K-6
Kim Lubberstedt	Counselor	K-6
Jodi Lutt	Language Arts, Math, Science, Social Studies	Second Grade
Courtney Maas	Language Arts, Math, Science, Social Studies	First Grade
Jessica McPhillips	Language Arts, Science	Fifth Grade
Susan Metzler	Language Arts, Math, Writing	Fourth Grade
Lisa Meyer	Language Arts, Math, Science, Social Studies	Kindergarten
Samantha Novak	Language Arts, Science	Sixth Grade
Sarah Oltjenbruns	Media Specialist	K-6
Johanna Osborn	Assistant Principal	K-6
Kathy Ostrand	Language Arts, Math, Science, Social Studies	First Grade
Candace Petersen	Special Education	K-6
Annette Phipps	Language Arts, Science	3rd Grade
Ben Promes	Technology Director	PK-12
Kelly Ptacek	Special Education	K-4
Emily Rockhill	Language Arts, Math, Science, Social Studies	Kindergarten
Emily Sims	Language Arts, Math, Science, Social Studies	Third Grade
Winter Stewart	Language Arts, Math, Social Studies	Fourth Grade
Cheryl Suehl	Language Arts, Math, Science, Social Studies	Second Grade
Jennifer Thomas	Language Arts, Math, Science, Social Studies	First Grade

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

Section 5 Support Staff

Name	Building	Position
Brenna Anderson	Elementary	Bilingual Administrative Assistant
Deb Daum	Jr./Sr. High	Superintendent Assistant
Kurt Daum	All Buildings	Grounds
Mary Jean Roberson	Jr./Sr. High	Business Manager
Diane Peters	Jr./Sr. High	Assistant Bookkeeper
Judy Poehlman	Jr./Sr. High	Food Service Manager
Ben Promes	Jr./Sr. High	Technology Director
Cindy Sherman	Elementary	Administrative Assistant
Jordan Widner	All Buildings	Director of Maintenance
Dennis Raulston	All Buildings	Grounds

Section 6 School Calendar

See 2022-2023 School year calendar attached here to as Appendix A.

Article 1 – Mission and Goals

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

Mission Statement

Wayne Community Schools' Mission Statement

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

Wayne Community Schools' Vision Statement

Learning for Life, Every Student, Every Day

Wayne Community Schools' Value Statement

Wayne Community Schools values...

W – Working in Partnerships

C – Committing/Commitment to Excellences

S – Success in Life

District Expectations

Be Responsible/Be Prepared

Be Respectful

Be Safe/Do The Right Thing

Character Traits

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

Section 2 Goals and Objectives

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

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

8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and ensure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

Section 3 Mutual Respect

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

Section 4 Complaint Procedures

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

1. Complaint procedure

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

2. Conditions Applicable to All Levels of Complaint Procedure

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

Section 5 K-12 Rights and Responsibilities

The Rights

of the Students are to:

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

of the Staff Members are to:

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

The Responsibilities

of the Administration are to:

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

of the Teaching Staff are to:

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

of the Students are to:

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

of the Parents /Guardians are to:

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

of the Community are to:

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

Article 2 – School Day

Section 1 Daily Schedule – Elementary

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

Section 2 Shortened Schedule – Elementary

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

Section 3 Severe Weather and School Cancellations

Inclement Weather

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

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

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

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

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

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as

required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Section 4 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

Students should not enter the building before 7:30 a.m. unless appointments have been made with teachers or administrators. **Prior to this time, the school is not responsible for supervision of the students.** Students are permitted in the building evenings or weekends only if directly supervised by a teacher or administrator. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at 3:20 p.m. unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

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

Signing a Child In and Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after the start of the day or leaving prior to the end of the day. The parent or guardian must report to the main office for this purpose (note or phone call). The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. **Parents are not to go directly to the classrooms.** The schools will only release children to adults designated on the student information form. If a request by a parent is made for a student to be picked up by an adult that is not on the student information form they must come to the office and show a photo ID before the student is released.

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

Supervision at Dismissal

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

Emergency Closing Procedures

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

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

Section 5 Messages/Deliveries

Routine messages will be relayed to students at a time that is non-interrupting to class. Only emergency messages will be hand delivered immediately. Teachers must know how your child is getting home and who will be picking them up. If this information changes, teachers must be made aware. Teachers may not have time to check emails or phone messages until students have left for the day, so call the office if the message is needed promptly. Students will be given a note to pick up personal flowers, presents, or balloon gifts from the office at the end of the school day. (Exceptions may be made for early dismissals.)

Section 6 Recess

Students at Wayne Elementary will have the following amount of supervised recess on an ordinary day of school. Adjustments will be made based on changes of schedules. Recess will be outside unless the weather does not permit us to go outside. Indoor recess will be in the gym or in the classrooms.

Kindergarten/1st Grade: 45 minutes (3 recess times)

2nd-3rd-4th Grade: 30 minutes (2 recess times)

5th-6th Grade: 15 minutes (1 recess)

Section 7 Wayne Elementary Recess and School Clothing Guidelines (Recess)

Living in Nebraska requires adaptability to frequent weather changes. We will go outside for recess every day that we can. Should there be rain, wind, or snow, we watch the radar and thermometer and if there is no precipitation we will go outside, at least on the blacktop. We care about your child's health but also know that outdoor activity is crucial to a healthy lifestyle. Watch/Listen to local weather reports and help your child dress according to our guidelines below or also be prepared for delays and cancellations. The teachers will all use Real Feel AccuWeather to determine what the temperature is for each recess. If a student is not appropriately dressed, they will not be allowed to go outside for recess.

Wind Chill and Temperature

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

55 – and up

- Clothing Guidelines: Regular dress code applies

40 – 54 degrees

- Clothing Guidelines: Pants and jacket or hooded sweatshirt

0 – 39 degrees

- Clothing Guidelines: Winter coat required (Hats and gloves recommended)

0 degrees & below

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

Playing in the Snow

- If a student has snow gear (snow pants, coat, gloves) they will be able to play in the snow.
- If a student has boots and no snow pants they can walk on the snow, but not play in the snow.
- If a student does not have snow boots and snow pants they will be allowed to play on the concrete/blacktop areas that are cleared of snow.

Section 8 School Meals

Both breakfast and lunch are available for students each day. We begin serving breakfast at 7:30 a.m. If your child arrives between 7:30 a.m. and 7:50 a.m., they will be receiving a hot breakfast. If your child arrives after 7:50 a.m., they will receive a grab ‘n go breakfast, so they are not tardy to class. Please make sure to call the school prior to 9:00 a.m. in order to get a correct lunch count if you plan on eating with your child.

Meal prices are set annually before the school year begins. Meal prices will be posted in the school newsletter, on the monthly menu, on the school website, and in The Wayne Herald newspaper. Milk may be purchased separately to drink with a sack lunch. **Food or drinks from outside school during school lunch hours (11:00 a.m. - 1:00 p.m.) are not allowed in the building. Students with a negative balance are not allowed to buy ala carte items.**

“Under Federal law, there is no requirement that children paying the reduced or full price be given credit which permits them to charge the price of meals when they don’t have money with them to pay.” As a courtesy, Wayne Community Schools will continue to serve meals until the family lunch balance reaches **negative** \$25.00. At that time, students will not be allowed to eat school meals. Once a positive account balance is established, students will be allowed to resume eating school meals. Families will be sent a statement by mail (every Wednesday) when their balance reaches **negative** \$10 or more. A call from the school office will be made when an account reaches **negative** \$25.00.

Families using the meal program may access their account information online. You can check your account balance at any time, and view two weeks worth of meal purchases for your family members. To get your login and password, please contact your school. To access the site, please

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

Section 9 Birthdays

Birthdays are celebrated in homerooms through a variety of activities that do not include food. Please contact your child's homeroom teacher if you have any questions. Invitations to parties are not to be distributed at school unless the entire class is invited. Office personnel may not share addresses, telephone numbers, or parents' names.

Section 10 Assemblies

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

Section 11 Instrumental Music

The instrumental music department offers the student an opportunity to progress in all phases of musicianship. Beginning in fifth grade, students advance their development through participation in large ensembles, small ensembles, and solos. Additional activities exist for those who are interested.

Section 12 Nuisance Items

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

Section 13 Change of Information

Should any student move to a new place of residence, the parent must notify the principal's office as soon as possible of address, phone number, or job changes.

Section 14 Emergency Evacuation Lockout and Lockdown

Tornado, earthquake, and fire drills are conducted according to the requirements of state law. Procedures are posted in each classroom. Tampering with fire safety equipment or deliberately setting off fire alarm equipment is a serious offense. Such an act is grounds for suspension or expulsion and may be accompanied by a complaint filed with the State Fire Marshal.

Section 15 Wayne Community Schools Emergency Response Plan Managing Student Release to Parents/Guardians

In Case of Emergency

General Emergency Information

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

implementation of our Emergency Plan. Students have been trained through drills of various disasters.

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

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

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

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

In Case of Emergency:

Please DO NOT call the school!

Listen to local radio and check social media for information:

KTCH

FaceBook: www.facebook.com/Wayne-Community-Schools

Twitter: Wayne Blue Devils@WayneSchools

To Prepare for an Emergency

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

Student Release:

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

Guidance for Parents:

- Remain calm!

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

Guidance for Parents Involving Child Pick-up:

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

Thank you for your cooperation in this!

Article 3 – Use of Building and Grounds

Section 1 Visitors

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

Section 2 Smoke-Free Environment

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

Section 3 Care of School Property

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

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

Section 4 Lockers

Some grade-levels will be assigned a locker. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

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. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
3. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

Section 6 Video Surveillance

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

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

Section 7 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.

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 Bulletin Boards, Display Case, and Posted Material

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

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.

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. Please do not enter the building before 3:20 p.m. unless you need to communicate with school personnel. This will help us avoid distractions at the end of the day, and it will keep the congestion in the commons area to a minimum.

Kindergarten/1st Grade

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

2nd Grade

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

3rd/4th/5th/6th Grade

Our 3rd, 4th, 5th, and 6th grade students will be dismissed by their teachers from their classroom. They will walk out the north doors and the students will meet their parents outside.

Siblings Meeting Spot

Our elementary students that need to meet up with their siblings in other grades will use the gym as their meeting spot. The sibling groups will then walk out the east doors and meet their parents outside.

Bus/Van/Rainbow/Activities Center

The students will be loaded and dropped off on the west side of the school.

Article 4 – Attendance

Section 1 Attendance Policy

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

Section 2 Attendance and Absences

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

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
 - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
 - b. Illness which causes a student to be absent from school (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 students need to report to the office to get an admit slip before returning to class.**

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

Section 3 Absence Procedures

Please call the office informing them of the reason your child will not be in attendance. (375-3854). Police may be contacted to do a wellness check if there has been no communication. A student will not be allowed to enter class after a same day absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office.

Section 4 Make-up Work

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

The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences. Assignment sheets and homework may be picked up from the office at 3:30 or earlier per/parent request.

Section 5 Attendance is Required to Participate in Activities

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.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy

problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

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

CORE Team

- This is a team at our building that is composed of administrators and support staff that collaborate in order to support families in the areas of tardies, attendance, and community resources. The team uses the following criteria and/or their professional judgement as they make decisions for our students:

5 days absent-Absent-letter

5 tardies-Tardy letter

10 days absent-Absent letter/Call home

10 tardies-Tardy letter

15 days absent- Collaborative plan

15 tardies- Tardy Letter/call home

20 days absent-Refer to county attorney

20 tardies-Tardy letter/call home

Article 5 – Scholastic Achievement

Section 1 Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program. (See school policy 5201 and administrative regulation 5201)

Section 2 Interim Reports

Various supplemental reports may be made available to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional

nature or work which needs improving. These reports will be sent as the teacher determines appropriate.

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

Section 3 Report Cards

Report cards are issued at the end of each quarter for grades 1 through 6. Kindergarten will receive TS Gold report cards 3 times a year. Grades 4, 5, and 6 will receive mid-term reports.

Section 4 Parent-Teacher Conferences

Parent-teacher conferences will be held two times a year. There will also be a parent night. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

Section 5 Academic Integrity

A. Policy Statement

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

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

B. Definitions

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

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

Cheating includes, but is not limited to:

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

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

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

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

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

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

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

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

2. "Plagiarism" means to take and present as one's own a material portion of the ideas or

words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

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

C. Sanctions

The following sanctions will occur for academic integrity offenses:

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

Special Education Placement

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

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

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Special Education Director. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of

Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

Section 2 Students with Disabilities: Section 504

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

Section 3 School Counseling Services

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

Section 4 Health Services

Student Illnesses

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

Guidelines for Administering Medication

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

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

School Health Screening

Children in Preschool and grades one through fourth, as well as Sophomores are screened for

vision, hearing, dental defects, height and weight. Students may also be screened if a health concern has been identified. Parents who do not wish their child to participate in the school screenings program must communicate this in writing to the school health office at the start of the school year. Nebraska statutes require school-age screening and in order for parents to remove their children from the program they must submit findings from an alternate medical provider to the school by December 1 of that year.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

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

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

**Summary of the School Immunization Rules and Regulations
For 2022-2023 School Year**

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

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

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

Updated 01/26/2018

Birth Certificate Requirements

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

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

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

Guidelines for Head Lice

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

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

1. If live head lice are discovered on a child the parent will be called and informed. The school then assumes that the parent will treat the child that day after.
2. Written treatment information and instructions will be made available to parents upon request. (including how to check for head lice*.)
3. A child who has been identified with live lice will be able to return to school after treatment.
4. Families are encouraged to report head lice to the school health office.

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

Section 5 Transportation Services

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

Behavior on School Buses

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

A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.

3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

B. Rules on the Bus

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

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 consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Section 2 Education and Prevention

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

of the school's activities.

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

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

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

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

Disciplinary Sanctions

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

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

Intervention

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment,

the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

Administration

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

Article 8 – Student Conduct Rules

Section 1 Purpose of Student Conduct Rules

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

Section 2 Forms of School Discipline

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

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

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary 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 is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension. The procedures will be those set forth in the Student Discipline Act.

C. Expulsion:

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. The suspension pending hearing may be imposed if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

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

4. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit

toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

5. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one (1) full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

 6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
- D. Emergency Exclusion: A student may be excluded from school in the following circumstances:
1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
 2. If the student’s conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall

substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

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

Section 3 Student Conduct Expectations

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

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

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-

- defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
 6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
 7. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine devices, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
 8. Public indecency or sexual conduct;
 9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
 10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
 11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
 12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
 13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
 14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Wayne Community Schools' buses.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one (1) calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

B. Additional Student Conduct Expectations and Grounds for Discipline

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

- (1) Student Appearance: Students at Wayne Community Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground (age appropriate).
 - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer (age appropriate)
 - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
 - e. Head wear including hats, caps, bandannas, and scarves;

- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).
- i. Open toed footwear (Sandals and shoes that damage the gym floor are not allowed in PE class)

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

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

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

(2) Electronic Devices

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

b. Definitions.

- (1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- (2) "Sexting" means generating, sending or receiving, encouraging others to

send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

- (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
- (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
- (iii)

c. Possession and Use of Electronic Devices.

- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
- (2) Students are permitted to possess and use electronic devices before school hours (7:30 on regular start days) and after school hours, provided that the student does not commit any abusive use of the device (see paragraph (4)(a)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

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

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

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

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

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her

parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

e. Penalties for Prohibited Use of Electronic Devices:

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

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

f. Reporting to Law Enforcement.

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

g. Responsibility for Electronic Devices.

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

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

"Bullying" is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The

behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

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

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

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

(a) General Rules:

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

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

under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

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

- (i) Be polite. Do not become abusive in your messages to others.
- (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- (v) All communications and information accessible via the network should be assumed to be private property of others.
- (vi) Do not place unlawful information on any network system.
- (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (viii) Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- (ix) Other rules may be established by the network administrators or teachers from time to time.

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

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

(7) Risks of Social Networking:

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

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

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

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

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 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 also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering,

or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

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

(b) Courses

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

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

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

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

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in

accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one (1) copy of the requested records to be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(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.

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination

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

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

Wayne, NE 68787 (402) 375-3150

Employees and Others: Human Resources Director,

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

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

Section 2 Designation of Coordinators

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

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	High School Principal
Title IX	Discrimination or harassment based on sex; gender equity	Special Education Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Special Education Director
Homeless student laws	Children who are homeless	Special Education Director
Safe and Drug Free Schools and Communities	Safe and drug free schools	Elementary Principal

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

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination

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

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

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

Preventing Harassment and Discrimination of Employees and Students.

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

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

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

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

Sexual harassment may exist when:

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

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

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

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

Procedures:

a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.

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

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

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

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

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

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

Section 4 Multicultural Policy

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

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

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

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

- to be made to the Superintendent.)
11. File a local grievance.

Section 6 Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. School or school district the student attended before he or she enrolled in Wayne Community Schools.

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

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students, meeting the conditions in this section.

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

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

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Wayne Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Section 7 Notice to Parents of Students in Programs Receiving Title I Funding

Staff Qualifications. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- (A) Whether the student's teacher—
 - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (iii) is teaching in the field of discipline of the certification of the teacher.

- (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Testing Opt-Out. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:

- (A) the subject matter assessed;
- (B) the purpose for which the assessment is designed and used;
- (C) the source of the requirement for the assessment;
- (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
- (E) the time and format for disseminating results.

Language Instruction Programs. If the District receives Title I funds, parents of English learners will be informed regarding how the parents can—

- (A) be involved in the education of their children; and
- (B) be active participants in assisting their children to—
 - (i) attain English proficiency;

- (ii) achieve at high levels within a well-rounded education; and
- (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

Please contact the administrative office to receive the foregoing information.

Section 8 Dating Violence Prevention

The board prohibits behavior that has a negative impact on student health, welfare, safety and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actual uses of, physical, sexual, verbal or emotional abuse to control his/her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

Section 9 HIPAA (Health Insurance Portability and Accountability Act, 1996)

Parents must give written consent to the health care provider before information can be released to the school.

Section 10 Public Notification for Eliminating Discrimination And Denial of Services in Vocational Education Program

"No person who falls under the jurisdiction of the Wayne School District shall on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity which is part of the Wayne School District program offerings."

Section 11 Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protection areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;

3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of–*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 - *Inspect, upon request and before administration or use –*
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4605

Section 12 Administrative Regulation Admittance-Home School Educated Students

This regulation provides procedures for the admittance to Wayne Community Schools of students who have previously been in attendance at an exempt school or home school pursuant to Section 79-1701, Nebraska School Law.

These procedures apply only to students from exempt schools or home schools and are not applicable to students who have been in attendance at approved or accredited schools.

Thirty (30) Days

A. Prior to the projected date for admission of a student from an exempt or home school to Wayne Community Schools, the parent or guardian will submit:

1. A statement to school officials, of the receiving school (superintendent/principal), containing the name(s) and age(s) of all children requesting

admittance and the name(s) of parents or guardian(s) containing assurances of access to enrollment, attendance, health and psychological records.

2. A copy of materials which were submitted to the Nebraska Commissioner of Education under Section 004, Rule 13, Nebraska Department of Education prior to the opening or beginning of operation of the exempt or home school. Items included are: (1) a calendar for the school year; (2) a list of names of all instructional monitors; (3) a chart or written summary showing scope and sequence of the program of instruction; (4) a list of all classes or courses and the names of monitors for these classes; (5) chart of grade levels included in the exempt/home school.

3. In order to verify information submitted in Section 004, Rule 13, Nebraska Department of Education, the receiving school (Wayne Community Schools), may deem it necessary to conduct achievement testing. School officials will contact the parent/guardian and a test(s), a time, and a procedure shall be mutually designated and established.

Should the testing be requested from a source outside the receiving school, cost for such testing shall be borne by the parents/guardians of the exempt/home school student(s).

4. Teachers of basic skill courses in language arts, mathematics, science, social studies and health for which exempt/home school students will enroll shall assist in the review of materials submitted by parents/guardians under Section 004, Rule 13, Nebraska Department of Education.

5. School officials of the receiving school may request an interview be conducted with parents and/or student(s) from the home/exempt school seeking admittance. The interview would serve as a supplemental tool in final placement of the student(s).

6. All above procedures must be completed prior to enrollment or exempt/home school student(s).

Section 13 Business Operations

Meal Charge Policy

As a courtesy, Wayne Community Schools will continue to serve meals until the family lunch balance reaches **negative** \$25.00. At that time, students will not be allowed to eat school meals. Once a positive account balance is established, students will be allowed to resume eating school meals. Families will be sent a statement when their balance reaches **negative** \$10 or more. A call from the school office will be made when an account reaches **negative** \$25.00.

Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without an additional transaction fee for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Section 14 Student Privacy Protection Policy

It is the policy of Wayne Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific

Events.”

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term “instructional materials” for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and places as will not interfere with the educator’s intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing

such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical

examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section 15 Parental Involvement

6410 Policy Title I Parental and Family Involvement Policy

This Parental and Family Involvement[JK1] Policy is established in compliance with Title I. Wayne Community Schools has a parental and family involvement policy applicable to parents and family members of all children. The parental and family involvement policy applicable to parents and family members of all children is not replaced by this Title I Parental and Family Involvement Policy and shall continue to be applicable to all parents and family members, including parents and family members participating in Title I programs.

It is the policy of Wayne Community Schools to implement programs, activities, and procedures for the involvement of parents and family members in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents and family members of participating children.

Expectations for Parental Involvement

It is the expectation of Wayne Community Schools that parents and family members of participating children will have opportunities available for parental and family involvement in the programs, activities, and procedures of the District's Title I program. The term "parental and family involvement" means the participation of parents and family in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents and family members play an integral role in assisting their child's learning; (B) that parents and family members are encouraged to be actively involved in their child's education at school; (C) that parents and family members are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental and family involvement policy. The District intends to meet this expectation through the following activities:

A. Involving parents and family members in the joint development of the District's Title I plan and the processes of school review and school improvement.

B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.

C. Building the schools', parents' and family's capacity for strong parental and family involvement.

D. Coordinating and integrating parental and family involvement strategies under Title I with parental and family involvement strategies under other programs.

E. Conducting, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents and family members in Title I programs, with particular attention to parents and families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental and family involvement policies of the District.

F. Involving parents and family members in the activities of the schools served under Title I.

Policy Involvement

Each school served under the Title I program shall:

A. Convene an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation under the Title I program and to explain the requirements of the Title I program.

B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental and family involvement in such meetings by offering transportation, child care, or home visits.

C. Involve parents and family members in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.

D. Provide parents and family members of participating children—(1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents and family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

E. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents and family members of participating children, submit any parental or family members' comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement

As a component of the District's parental and family involvement policy, each school served under the Title I program shall jointly develop with parents and family members for all children served under the Title I program a school-parent compact that outlines how parents, family members, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school, parents and family members will build and develop a partnership to help children achieve the State's high standards. Such compact shall—(1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent and family will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers, parents and family members on an ongoing basis through, at a minimum—(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed

as the compact relates to the individual child's achievement; (B) frequent reports to parents and family members on their children's progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement

To ensure effective involvement of parents and family members and to support a partnership among the District, parents, family members, and the community to improve student academic achievement, each school participating in the Title I program and the District--(1) shall provide assistance to participating parents and family members, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents and family members to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental and family member involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent and family programs, and build ties between parents, family members and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent and family involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent and family resource centers, that encourage and support parents and family members in more fully participating in the education of their children; (5) shall ensure that information related to school and parent and family programs, meetings, and other activities is sent to the parents and family members of participating children in a format, and to the extent practicable, in a language the parents and family members can understand; (6) may involve parents and family members in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental and family involvement activities, including transportation and child care costs, to enable parents and family members to participate in school-related meetings and training sessions; (9) may train parents and family members to enhance the involvement of other parents and family members; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents and family members who are unable to attend such conferences at school, in order to maximize parental and family involvement and participation; (11) may adopt and implement model approaches to improving parental and family involvement; (12) may establish a district-wide parent and family advisory council to provide advice on all

matters related to parental and family involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent and family involvement activities; and (14) shall provide such other reasonable support for parental and family involvement activities under Title I as parents and family members may request.

Accessibility

In carrying out the parental and family involvement activities for this Title I Parental and Family Involvement policy, the District shall provide full opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy

This Title I Parental and Family Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents and family members of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and family members and the school.

Section 16 Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with the Nebraska Commissioner of Education and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Wayne Community Schools based on it being the school of origin, the new school

and Wayne Community Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

**Wayne Community Schools Expectations
Title I Student/Parent/Teacher Compact
“Learning For Life”**

Students Promise:

- Return completed school work on time. Be at school on time unless I am sick.
- Be responsible for my own behavior.
- Try my best at all times.
- Respect and cooperate with other students and adults.

Family Promise

- Provide a quiet place/time to do schoolwork and encourage my child to complete homework.
- Ensure my child gets adequate sleep and has a healthy diet.
- Make sure my child is at school on time.
- Communicate and work with teachers and staff to support and challenge my child.

School Promise

- Teach necessary and challenging academic concepts to your child.
- Be aware of the needs of your child.
- Regularly communicate with you on your child’s progress.
- Provide high quality curriculum and instruction in a supportive and effective learning environment, to enable children to meet challenging state academic standards.
- Provide a safe, positive learning environment for your child.
- Respect the cultural differences of students and their families.
- Provide high quality curriculum and instruction to your child while being aware of the specific needs of your child.

Signing this demonstrates your willingness and eagerness to participate with us to ensure your child’s success:

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Principal Signature: _____ Date: _____

(Please return entire page. A copy will be made and sent home.)

Digital Equity Survey

Student Name: _____ **Grade:** _____

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

	Chromebook
	Smartphone
	Other
	None
	Laptop

Encuesta de equidad digital

Nombre: _____ **Grado:** _____

Pregunta		Acceso a Internet en la residencia
¿Hay acceso a Internet en la residencia?		Sí - Acceso a Internet en la residencia
		No - No disponible
		No - No asequible
		No - Otra
pregunta		Tipo de acceso a Internet en la residencia
¿Cuál es el tipo principal de servicio de Internet que se utiliza en la residencia?		Banda ancha residencial (DSL, cable)
		Red celular
		HotSpot proporcionado por la escuela
		Satélite
		Dial-up
		Otro
		Ninguno
	Wifi proporcionado por la comunidad	
	desconocido	
Pregunta		Rendimiento de Internet
¿Puede el estudiante transmitir videos sin interrupción?		Sí - No hay problemas
		Sí - Pero no es consistente
		No
Pregunta		Acceso al dispositivo
¿El dispositivo de aprendizaje principal es un dispositivo personal o proporcionado por la escuela?		Personal - Dedicado
		Personal - Compartido
		Escuela proporcionada- Dedicada
		Escuela proporcionada- Compartido
		Ninguno
Pregunta		Dispositivo digital
¿Qué dispositivo utiliza este estudiante con más frecuencia para completar el		Computadora de escritorio / computadora portátil
		Tableta

aprendizaje en línea en casa?	<input type="checkbox"/>	Chromebook
	<input type="checkbox"/>	Teléfono inteligente
	<input type="checkbox"/>	Ninguno
	<input type="checkbox"/>	Otro
	<input type="checkbox"/>	ordenador portátil

**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: _____

Students' Rights and Responsibilities

The rules and regulations are included in the handbook for the 2022-2023 school year. We request you return the Acknowledgment Sheet for our files. If you have any questions regarding the attached material, please feel free to contact the school.

The family of _____ had an opportunity to read the Elementary Handbook for Parents, which includes **Students' Rights and Responsibilities in Wayne Elementary Schools, the Internet Policy, and the Staff and Student Harassment Policy.**

Parent/Guardian Signature: _____ Date _____

Student Signature(s): _____

Date _____

Please have a signature from each elementary child in your family.

NOTE: PLEASE RETURN THIS ENTIRE PAGE WITH ALL THE NECESSARY INFORMATION AND SIGNATURES COMPLETED SEVEN DAYS AFTER THE FIRST DAY OF ATTENDANCE.

Includes within the handbook

AVAILABILITY OF HANDBOOKS

The **2022-2023** 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 **2022-2023** 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, 2022**. 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 **2022-2023** 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

RECEIPT OF 2022-2023 STUDENT-PARENT HANDBOOK

This signed receipt acknowledges receipt of the 2022-2023 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



Produced & Distributed by Kemp's.

Dear Valued Customer:

Due to supply chain issues, paper cartons are in extremely short supply and all dairy providers are on allocation status currently. We have been informed by our vendor that we have plenty of cartons for the 2022-23 school year.

Understanding this issue, please try to make a supplier decision as quickly as possible so Kemp's can be a solid partner to all our school districts and bring on any new school district that may not be able to be serviced by their current provider this upcoming year.

In an effort, to streamline trucking, we will be requiring schools to order online. We will provide training and allow a 90-day grace period for adjustments. After the grace period you will be responsible for maintaining your own inventory. This process is very similar to how you are currently ordering from your foodservice distributor.

We have several schools who piloted online ordering with us in 2021-22 school year and have received solid reviews and made significant upgrades. We pride ourselves on being cutting edge with updated technology. The application can be accessed through your computer, tablet, or smart phone.



Thank you in advance for your understanding and collaboration.

Kemp's LeMars

Kemp's LeMars • 1345 12th Ave SW, LeMars, IA 51301 • 712-548-2200





Kemps LeMars 2022-23 Dairy Bid

Kemps LeMars Office

1345 12th Ave SW
Le Mars, IA 51031

May

Escalator Clause

Bill To: 860408

WAYNE COMMUNITY SCHOOLS

7051

Kemps LeMars has prepared an escalator bid for your schools dairy program for the upcoming school year. Please see the below bid prices quoted for the month printed in the top right corner. **If you have any questions regarding this bid, please contact Debra Carlson at: Email: debra.carlson@kemps.com - Phone: 712-548-2200 x41113**

ORDER METHOD FOR ALL SCHOOLS IN 2022-23 WILL BE ALL ON-LINE ORDERING. WEBSITE: <https://orders.deanfoods.com>

KEMPS WILL OFFER CREDIT FOR MANUFACTURING DEFECTS ONLY AT TIME OF DELVIERY. SINCE THIS IS A NEW PROCESS, IF KEMPS IS AWARDEED THE BID, WE ALLOW 90 DAY GRACE PERIOD WHERE WE WILL OFFER CREDIT.

Milk 8OZ-HALF PINTS	Carton	Item #	Escalator
KEMPS SEL WHL ECO HP 50/CS	Paper	65378	
KEMPS SEL 2% ECO HP 50/CS	Paper	65379	
KEMPS SEL 1% ECO HP 50/CS	Paper	65380	0.2886
KEMPS SEL SKIM ECO HP 50/CS	Paper	65381	0.2716
TMOO 1% CHOC AGH FREE SQT HP 48/CS	Paper	47284	0.3133
TMOO SKIM CHOC AGH FREE HP 50/CS	Paper	45837	0.2919
TMOO SKIM STRAW HP 50/CS	Paper	46073	0.3000

Please fill in the below information, sign and return via mail, or email at debra.carlson@kemps.com along with any other competitive bids and a 22/23 school calendar.

We Accept (Please circle one)
 We Decline

Accepting the bid..fill out the on-line ordering form and return with this signed bid.

Order method: On-line ordering only.

Coolers are provided at no extra charge.

Kemps Dairy Items	Carton	Item #	Escalator
KEMPS SEL WHL PL GAL 4/CS	Plastic	66351	5.7995
KEMPS SEL 2% PL GAL 4/CS	Plastic	66352	5.3341
KEMPS SEL 1% PL GAL 4/CS	Plastic	66353	5.0347
KEMPS SEL SKIM PL GAL 4/CS	Plastic	66354	4.7620
TMOO 1% CHOC AGH FREE GAL 4/CS	Plastic	47421	5.7510
KEMPS HG Lactose Free ESL Skim (other fat levels avail.)	Paper	66713	4.7905
KEMPS HG 2% Miik PL 9/CS	Plastic	66385	3.0779
KEMPS QT H&H PP 16/CS	Plastic	66498	2.8270
KEMPS PT HWC 36% STAB PAPER 28/CS	Paper	66658	3.2105
KEMPS GAL OJ 100% 4/CS	Plastic	66510	5.8236
KEMPS HG OJ 100% 9/CS	Plastic	66511	3.2678
KEMPS 6OZ OJ 100% SQT 48/CS	Paper	68306	0.3884
CIT SUN 100% JC 4OZ: Orange, Apple & Grape	Plastic - Foil Top	54950	0.2871
KEMPS 5LB CC 4% SMC RD 2/BX	Plastic Tub	66508	10.7054
KEMPS 5LB CC 2% SMC RD 2/BX	Plastic Tub	66507	10.8709
KEMPS 5LB CULT SR CRM PLN 2/BX	Plastic Tub	66506	10.0898
KEMPS 24OZ LIGHT SOUR CREAM 12/SLEEVE	Plastic Tub	66375	2.8641
KEMPS 1OZ SOUR CREAM POUCH REG	POUCH	68386	17.4815
KEMPS 5LB YOGURT(VAN/BLUEB/STR/PLAIN)	Plastic Tub	65400	9.7119
KEMPS HALF GAL 5% VAN IC MIX PL 9/CS	Plastic	66444	4.2271
ALA CARTE	Carton	Item #	Escalator
KEMPS PINT MILK (WHL,2%,FF,CHOC 1% & 2%)	Plastic	66364	0.9621
TMOO 14OZ WHOLE CHOC ESL PLASTIC 12/SLEEVE	Plastic	51063	1.4817
TMOO 14OZ 1% CHOC ESL PLASTIC 12/SLEEVE	Plastic	51064	1.4817
DPURE 14OZ WHL ESL PLASTIC 12/SLEEVE	Plastic	56780	1.4817
DPURE 14OZ 2% ESL PLASTIC 12/SLEEVE	Plastic	56781	1.4817

First Day of School:

Name of Kitchen/Food Service Director:

Phone #:

Email:

Signature:

Deliver /week: 2

Locations: 2

Coolers: 0

Ship To's: * Delivery Days and Times to be Determined*

1400561 WAYNE JR/SR HIGH SCHOOL

1400562 WAYNE WEST ELEMENTARY SCHOOL

Billing address: DFA Dairy Brands Corporate, LLC / PO BOX 776922/ CHICAGO IL 60677-6922

Phone: 800-332-6462.

1 QT BUTTERMILK

1.5049

No Acceptance of Standard Terms and Conditions: Notwithstanding any terms or conditions contained or referenced in this RFP, each response and submission relating to this RFP shall be subject to the condition that all terms and conditions relating to any resulting business relationship must be separately negotiated and agreed upon in a written agreement executed by both parties, which written agreement shall represent the entire and exclusive understanding and agreement between the parties as to the applicable business.

Wayne Community Schools Teacher Handbook 2022-2023 School Year

Intent of Handbook

Welcome to Wayne Community Schools. This handbook is intended to be used by teachers and other certificated staff to provide general information about Wayne Community Schools and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

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

This handbook does not create a "contract" of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

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

This handbook will be in effect for the 2022-2023 and subsequent school years unless replaced by a later edition.

Wayne Community Schools Mission Statement

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

Wayne Community Schools Vision Statement

Learning for Life, Every Student, Every Day

Wayne Community Schools Value Statements

Wayne Community Schools values...

W – Working in Partnerships

C – Committing/Commitment to Excellences

S – Success in Life

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:
 - Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learning in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education;
 - Is appropriate for the developmental level of the students;
 - Addresses diverse learning needs;
 - Instills a passion for learning and the importance of life-long learning;
 - Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
 - Develops expected work ethics, as well as group participation and leadership skills;
 - Incorporates character education and multicultural education, including respect for diversity;
 - Provides for application of technology in all learning areas;
 - Provides access to advanced courses; and
 - Is organized in a schedule that is functional and meets student needs in all curriculum areas.
- Providing a supportive learning environment which includes:
 - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
 - learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
 - Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

Notice of Nondiscrimination

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

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

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

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

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

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

The District has three expectations that employees and students should follow:

- 1) Be Prepared
- 2) Be Respectful
- 3) Be Safe and Do the Right Thing

WCS Character Traits:

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

Members of the Board of Education

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

I. GENERAL SCHOOL POLICIES

A. Teacher Absences

The Board of Education has established a policy concerning the teacher's absence due to illness and emergencies.

Absences resulting from personal illness, snowbound conditions, serious family illness or funeral in the immediate family are considered as excused absences. Others are not. Specifics may be found in the most recent negotiated agreement between the WEA and the Board of Education.

With the exception of a family emergency or an extenuating circumstance, personal days will not be approved or allowed the day prior to Thanksgiving break, or the last day of each semester. All applicable paid leave will be used before any unpaid leave is taken. All paid leave must be used prior to and in conjunction with the FMLA (Family Medical Leave Act).

B. Severe Weather - Dismissal

The superintendent shall have the authority to call off or dismiss school in cases of severe weather. Public announcement of school closure will be made over Wayne radio KTCH and the automated calling system.

C. Purchases

All purchases in the name of the School District will be arranged for through the superintendent's office. Any purchase made otherwise will ordinarily not be paid for by the Board. If you wish to make a purchase for your department, first come to the office and receive a P.O. from the principal.

Activity account funds collected by organizations are turned in to the bookkeeper who will issue a receipt. The principal will authorize all student organization expenses with a purchase order. The Athletic Director in cooperation with the principal will administer the budget for the athletic department.

D. Social Activities

All social activities:

1. must be planned by student organizations under supervision of school personnel.
2. must be on the master calendar of school activities approved by the principal and superintendent at least 5 days prior to the activity.
3. must use school facilities or other approved public rented private facilities approved by the superintendent or principal.
4. 7-12 may be held until 11:30 p.m. on non-school nights and 10:00 p.m. on school nights. Lights should be out and the building vacated by 12:30 a.m. on weekends and 10:30 p.m. on school nights.

Students in grades 7-12 coming to school parties will be admitted until one-half hour after starting time. No one will be expected to leave the building with the intention of coming back to the party except with the permission of one of the teachers in attendance.

E. Newspaper Articles

All newspaper articles or media information must be approved by the principal.

F. Payment of Salary

Salary payments will be made to all certified employees in twelve equal installments on the 20th of each month. If the 20th falls on a non-school day, all employees will be paid on the last working day before the 20th of each month.

G. Grievance

Refer to grievance procedure in Wayne Board of Education Policy 4112.

H. Travel Policy

Wayne Community Schools has implemented the following rules for travel reimbursement. It is the responsibility of the building principal or the appropriate administrator – hereafter named “administrator” – to make lodging reservations and coordinate travel for those attending. If people from two different buildings are going to the same conference, the appropriate administrators are responsible to coordinate travel with each other to minimize expenses. Many Nebraska hotels will direct bill to the District for lodging. This is encouraged. As a public entity, the District is exempt from taxes. Given adequate notice, the superintendent’s secretary will make lodging reservations if the appropriate administrators so wish.

Meals: (per admin regulation 4141)

- Non-Overnight Travel –
 - Breakfast and Lunch – Maximum \$10.00 per meal.
 - Dinner – Maximum \$15.00 per meal.
 - Daily Maximum- \$25.00
 - Only necessary meals that occur during meeting time and cannot be consumed at home will be reimbursed
- Overnight Travel –
 - In Nebraska – Maximum of \$50.00 per day
 - Out of State – Maximum of \$50.00 per day
- The District will not reimburse for meals that were included in registration.
- For overnight travel staff should partake in breakfast provided by the hotel if available.

Lodging:

Administrators must approve appropriate lodging reservations at a reasonable expense.

Transportation:

Administrators are responsible for arranging school transportation for the travel. If school transportation is not available, mileage will be reimbursed at the rate assigned by the School Finance and Organization Services and the mileage chart from the superintendent’s office. Administrators are responsible to organize travel plans to minimize transportation costs.

Expense Reimbursement:

An expense summary reimbursement form is to be completed by the traveler and signed by the administrator. The administrator will forward the expense summary to the superintendent’s office.

Documentation:

The district will accept the following documentation for meals and expenses:

- Original Receipts
- Copies of Receipts
- Travel Log

At times, when dining with people from different organizations, you are unable to obtain a receipt or a copy. If this occurs, please list the date and time of the meal (breakfast, lunch, supper), as well as the people you were with and the cost of the meal.

I. Authority and Responsibility

Every employee will have the authority and responsibility to supervise any and all students within the building or on the school grounds or at any school sponsored activity at home or away from home. Any rudeness or refusal of the student to comply with an employee's request shall be reported to the student's principal as soon as possible. Every employee may expect complete support from their superiors and the Board of Education for reasonable disciplinary measures taken.

J. Hours of Duty

Wayne Community Schools faculty shall be on duty in the classroom and available to students, from 7:45 AM – 4:00 PM. (Wayne Board of Education Policy 4004). Hours may be extended for meetings or other duties that may arise. Should teachers need to leave the building during work hours for any reason the office staff should be notified. (Wayne Board of Education Policy 4006)

K. Tobacco Use by Staff

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles, is prohibited. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

II. GENERAL INFORMATION WITH REGARD TO PROCEDURE

A. Activity Schedules and Building Use for Special Meetings

Our high school buildings are in great demand and are used for many and varied activities. Many times special equipment or special areas are involved. We have night meetings, adult education classes, Saturday morning meetings, and classes, community activities, etc. We use the Lecture Hall, gymnasium, student commons, music rooms, shops, regular classrooms, etc. Use of these areas requires close cooperation between the people who are assigned to the area, the custodial staff and the administration. All must be aware of the fact that the space is being used, the time, groups involved, etc. On many occasions special personnel must be contacted to operate the equipment involved. The best example is the Lecture Hall. Very few of you can or should operate the light board. A special crew has been trained to do this work -- thus it is important that we know in advance if and when a group will use the Lecture Hall. The same type of problem exists in the gym area and involves P.E. staff, who have general supervisory responsibility for this space. In an effort to improve our scheduling, please follow the procedures given if you plan to use space in the building other than that assigned to you on the regular class schedule.

1. Contact the principal's office to request to use the space wanted. This is absolutely necessary to avoid conflicts, and multiple requests for the same area.
2. Contact person in charge of the area to be used a week in advance so arrangements can be made.
3. Notify custodial staff so that lighting, cleaning, and security problems will be properly handled.

NOTE: The principal will try to assist in completing items 2 and 3, but you are to assume prime responsibility for this obligation.

A few other suggestions that are important include the following:

1. Be present personally when you use special areas or space. Do not turn the equipment or area over to other people or students. We must have a faculty member present and in charge at all times.
2. Be sure all equipment is cared for, lights turned off, and doors locked when you leave. Check out required keys from the principal.
3. There is a custodian on duty in the schools at night. Contact him/her if you need help in an emergency.
4. Report any special problems noted in the use of areas to which you have been assigned.
5. There is an increasing number of activities, practices, and rehearsals being scheduled on Wednesday nights, which are considered a community church activity night, and on Sundays. In order to better coordinate our program with the churches' activities, scheduling of rehearsals and activities must be completed by 6:30 on Wednesdays, and will only be allowed for Varsity teams on Sundays prior to a conference tournament or district game on Monday. It is impossible not to have some of our activities during these two periods, however, we must make every effort to limit it. All rehearsals, practices, meetings, events, and activities you feel must be scheduled on Wednesday nights or Sundays must be requested to the principal for approval prior to scheduling.

ALL SCHOOL ACTIVITIES, BOTH IN THE BUILDING AND AWAY FROM THE SCHOOL, MUST BE APPROVED AND SCHEDULED IN THE PRINCIPAL'S OFFICE.

III. PERSONAL AND PROFESSIONAL CONDUCT (Nebraska Department of Education Rule 27, section 004)

A. Professional Ethics Standards

The Wayne Community Schools expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education, as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to "educator" shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
6. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
7. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an

understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair professional judgment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract person's worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

1. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
2. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
3. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
6. Shall permit no commercial or personal exploitation of his or her professional position.
7. Shall use time on duty and leave time for the purpose for which intended.

B. Evaluations

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

C. Role Model

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

D. Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

E. Professional Attire

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained, and are expected to dress accordingly for the specific teaching position they are in. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary. Following are levels of dress that should be followed. These levels are to be used as a guide for certificated staff and provide a level of consistency of expectations. Building level administrators will be responsible to announce these levels to staff and will remind staff if they are not meeting said level of expectations.

1) Dress-up - This level of attire describes the highest level of professional dress and should be used on certain "special occasions" such as parent-teacher conferences, special visitors to school and/or classroom, and other events that call for dressy attire.

2) Professional dress - This level of attire will be the level that certificated staff use on a regular basis when they are at work. Jeans, t-shirts and shorts should not be worn. Clothing and footwear that is appropriate for the particular area of instruction may be worn. On workshop/in-service days, professional dress will be followed when an off-campus presenter is invited, or when staff go off site for the professional development. Footwear should be neat, clean, and appropriate. Appropriate shoes include dress shoes or pumps; leather-like, suede or loafer-style shoes; and boots. Closed-toed mule or closed-toed slide styles are also acceptable. Open-toed shoe with a dress appearance or dress heel is acceptable. At times, staff must wear certain types of shoes for medical conditions. Should this be the case, please discuss the situation with your supervisor. Beach style flip-flops are not acceptable.

3) Casual/Jean Day - These days will allow jeans and casual dress and will occur on the last Friday of the month, or as determined by the administration. On school days, shorts and sweatpants will not be allowed, however t-shirts that promote Wayne Community School activities are acceptable. On non-school days that are contract days, such as pre-service work days or work days at the end of the school year, sweatpants and shorts are acceptable.

4) Spirit dress - Dress days such as homecoming, Husker dress, Wildcat Wednesday and the like, will be announced periodically by the administration. Teachers and administrative staff are encouraged to partake on student dress themes for homecoming, red-ribbon week, and other special dress days the students partake in.

F. Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

G. Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

H. Admission Procedures at High School Athletics, Dramatics, Music and Other School Activities

Listed below are general principles and procedures we intend to follow:

1. Faculty and staff will receive a family activity pass in exchange for taking tickets at one school activity. (NSAA activities excluded.)
2. Faculty Passes are not good for play-offs or district tournaments. These are special events that we host that have rules preventing the honoring of school passes.
3. There may be occasions when special guests, such as parents of activity sponsors will be attending a school function. A complimentary pass will be issued upon request. See principal's office.
4. All admission tickets used for a high school activity will be serial numbered.
5. Admission prices and complimentary ticket plans must be approved by the superintendent.
6. Any faculty member is invited to discuss any admissions problem not covered by this handbook with the principal.

I. Evacuation Procedures

Remember to review safety and evacuation procedures with your classes. Exit signs should be posted near the exit to your classroom. Should you have such sign missing, notify the principal immediately. Tornado exit signs should be posted nearby. All faculty members are responsible to take your emergency blue bag with you for all evacuation procedures.

The following is a breakdown of exits and procedures for fire drills:

7-12 FIRST FLOOR (Lower Level)

<u>Room #</u>	<u>Exit</u>	<u>Alternate Exit(s)</u>
Stage	West Doors	South Doors, East Commons Doors
113 (LH)	West Doors	North Door LH, South Door, Commons, East Door
114 (7/8 Band)	West Doors	South Door, Commons, East Door
(7/8 Girls Locker)	West Door	West Locker Room Doors, Commons
H.S. 9/12 Girls Locker	West Doors	West Doors Locker Room, Commons
120 (Computer Lab)	West Shop Door	West Doors, Wrestling Room West Door
121 (Wood Shop)	West Shop Door	West Doors, Wrestling Room West Door
122 (Metal Shop)	West Shop Door	West Doors, Wrestling Room West Door
123 (Shop)	West Shop Door	Wrestling Room Doors, West Doors
124 (Ag class)	West Shop Door	West Doors, East Door Commons, South Doors
H.S. Boys Locker	South Locker Room Door	South Door, West Doors
7/8 Boys Locker	South Locker room door	South Doors, West Doors
119 (Band)	West Door Band Room	West Doors, East Door Commons, South Doors
100 (Commons)	East Commons Doors	West Doors, South Doors, East Doors
101	East Commons Doors	West Doors, South Doors, East Doors
102	East Commons Doors	West Doors, South Doors, East Doors
Faculty Lounge	East Commons Doors	West Doors, South Doors, East Doors
IMC Room	East Commons Doors	West Doors, South Doors, East Doors
103	East Doors	Commons, West Doors, South Door
104	East Doors	Commons, West Doors, South Door
105	East Doors	Commons, West Doors, South Door
106	East Doors	Commons, West Doors, South Door
107	East Doors	Commons, West Doors, South Door
108	East Doors	Commons, West Doors, South Door
Wrestling Room	West Wrestling Door	West Doors, West Shop Door
303	South Doors	East Commons Doors
304	South Doors	East Commons Doors
305	South Doors	East Commons Doors
Kitchen	South Doors of Kitchen	South Hallway Doors, East Commons Doors

7-12 SECOND FLOOR (Upper Level)

210 (LH)	North Door LH	West Doors, North Main Door
211 (Girls Gym)	North Door Girls Locker	West Doors, N. Door LH, N. Door – Main Entrance
213 (Boys Gym)	South Door Boys Locker	N. Door – Main Entrance, N. Door LH, West Doors
200 (Office)	N. Door – Main Entrance	West Doors, East Doors
202	N. Door – Main Entrance	East Doors, West Doors
203	N. Door – Main Entrance	East Doors, West Doors
204	N. Door – Main Entrance	East Doors, West Doors
205	East Doors – Lower Floor	N. Doors – Main Entrance, West Doors
206	East Doors – Lower Floor	N. Doors – Main Entrance, West Doors
207	East Doors – Lower Floor	N. Doors – Main Entrance, West Doors
208	East Doors – Lower Floor	N. Doors – Main Entrance, West Doors
209	N. Door – Main Entrance	East Doors, West Doors
217 (Science)	N. Door – Art Room	N. Door - Upper L.H., West Doors
218 (Art)	N. Door – Art Room	N. Door – Upper L.H., West Doors
401	N. Door – Main Entrance	South Doors Jr. High
402	South Doors Jr. High	N. Doors – Main Entrance

403	South Doors Jr. High	N. Doors – Main Entrance
404	South Doors Jr. High	N. Doors – Main Entrance
405	South Doors Jr. High	N. Doors – Main Entrance
406 (Computer Lab)	South Doors Jr. High	N. Doors – Main Entrance
407 (Library)	N. Door – Main Entrance	South Doors Jr. High

Early Learning Center and Elementary – Refer to exit signs in classrooms and once outside report to home base.

SPECIAL INSTRUCTIONS:

1. The first person to each exit door is responsible for keeping the door open while others pass through.
2. Students should walk rapidly, but must not run.
3. Visiting and talking cannot be tolerated. This hinders evacuation.
4. Classes and instructors leave in a group. Follow the group ahead; do not mix with them. In general, the order will be determined by relative distance to the exit.
5. Move down the walks outside the doors far enough so that groups following will have space. All should be a minimum of 100 feet from the building.

Fire drills will be conducted at intervals during the school year. Be familiar with procedure(s) for the room in which you are stationed each school period.

TORNADO - Disaster Procedure

According to the Wayne County Civil Defense Emergency Operations Plan, "A tornado will hit at some spot in the county on the average of about once every other year." Please read the following and thoroughly familiarize yourself with the procedures to be followed in the event any tornado watch, alert, or warning is called. Be prepared to act when necessary.

Tornado Watch: This term is generally announced on the radio and TV when atmospheric conditions indicate the likelihood of tornado development during a specified period of time. Local Procedures involve no direct action on the part of teachers, staff, or students.

Tornado Warning: This term applies when a tornado has been sighted and is nearby. Danger is imminent, and the following actions are to be taken immediately:

1. All persons on the upper floors are to move, in an orderly manner, to the lower level.
2. All persons are to assemble utilizing the following areas for shelter:

Early Learning Center: Restrooms in middle hallway.

Elementary: Grades K-6 – Lower hallway between fire doors.

Jr./Sr. High:	Seniors	Old Choir Room (by Band Room)
	Grades 9-11 Boys	Boys Locker Rooms
	Grades 9-11 Girls	Girls Locker Rooms
	Grades 7 & 8 Boys	Jr. High Boys Locker Room
	Grades 7 & 8 Girls	Jr. High Girls Locker Room
	Office Staff/Custodians/Visitors	Teacher Restrooms by Lounge

(Female teachers to girl's locker rooms; male teachers to boy's locker rooms; band and shop instructors, and senior class sponsor to choir room.)

As much as possible, all persons should be seated on the floor, facing away from doors or other openings, knees drawn up to chest, head down, and hands and forearms overhead and back of neck. All persons are to remain in place and as quiet as possible until the "all-clear" is given.

Signals:

Tornado Watch: None

Tornado Alert or Tornado Warning: Intercom message, if power is on. If no power, office personnel will bring verbal message to each classroom.

All Clear: Intercom or verbal message.

Special Notices:

No one is to leave the building. Any emergency situation can cause panic. Staff members should do everything they can to keep others as calm and quiet as possible.

J. Students Acting Abnormally

A student who exhibits signs of alcohol or drug use should be escorted to the central office for referral to the building principal and health service personnel. If the student is uncooperative during the referral process, the building principal or designate should be contacted immediately.

K. Room Assignment

We try to assign a specific room to each teacher. It is your responsibility to see that this room is locked each night before leaving the building. All lights should be turned out, the windows closed and locked, and the shades should be left open. There should be no unnecessary marring of furniture, books, walls or other equipment. The teacher in charge of a room is directly responsible for all the equipment and supplies in that room. Students will be asked to pay for excessive and unnecessary damage.

L. Keys

Teachers are issued keys for their own personal use. In the acceptance of these keys, you also accept a responsibility for the room which they open. Each teacher will also be issued a key for their own room. Keys for the outer door will also be issued, if requested. Keys will be issued in the fall and turned in at the end of the school term. (Teachers may request use of keys during summer months.)

M. Mailboxes

Each teacher has his/her own mailbox in the office. This should be visited daily. Mail will come into the office sometime in the morning. Students should not be sent to the office for teachers' mail. **Emergency messages only** will be hand delivered to teachers.

IV. STANDARDS OF COMPETENCY (Nebraska Department of Education Rule 27, section 005)

A. Administrative and Supervisory Requirements:

Educators must possess the abilities and skills necessary to accomplish the designated task. Each educator shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the school system;
3. Recognize the role and function of community agencies and groups as they relate to the school and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees,

and parent organizations.

Each teacher and special services provider shall:

1. Utilize available instructional materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce written and dated administrative policy of the school which has been communicated to the teacher or special services provider;
3. Use channels of communication when interacting with administrators, community agencies, and groups, in accordance with school policy.

Each administrator shall:

1. Use available instructional personnel, materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce school law, state board regulation, and written and dated school board policy which has been communicated to the administrator;
3. Use channels of communication when interacting with teachers, community agencies and groups in accordance with school policy.

B. Analysis of Individual Needs and Individual Potential:

The educator shall utilize or promote the utilization of diagnostic techniques to analyze the needs and the potential of individuals. These may include but need not necessarily be limited to:

1. Personal observation;
2. Analysis of individual performance and achievement;
3. Specific performance testing.

C. Instructional Procedures:

Each educator shall seek accomplishment of the designated task through selection and utilization of appropriate instructional procedures. Each educator shall:

1. Create an atmosphere which fosters interest and enthusiasm for learning and teaching;
2. Use procedures appropriate to accomplish the designated task;
3. Encourage expressions of ideas, opinions and feelings.

Each teacher shall:

1. Create interest through the use of materials and techniques appropriate to the varying abilities and background of students;
2. Consider individual student interests and abilities when planning and implementing instruction.

Each administrator shall:

1. Support the creation of interest by providing the materials, equipment and encouragement necessary for the teacher to accomplish the designated task;
2. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

D. Communication Skills:

In communicating with students and other educators, each educator, within the limits prescribed by his

or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

E. Management Techniques:

The educator shall:

1. Resolve discipline problems in accordance with law, school board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Use management techniques which are appropriate to the particular setting such as group work, seat work, lecture, discussion, individual projects and others;
4. Develop and maintain positive standards of conduct.

F. Competence in Specialization:

Each educator shall:

1. Possess knowledge, with his or her area of specialization, consistent with his or her record of professional preparation;
2. Be aware of current developments in his or her field;
3. Possess knowledge of resources which may be utilized in improving instruction in his or her area of specialization.

G. Evaluation of Learning and Goal Achievement:

An educator shall accept responsibility commensurate with delegated authority to evaluate learning and goals achievement. Each educator shall:

1. Utilize several types of evaluation techniques;
2. Provide frequent and prompt feedback concerning the success of learning and goal achievement efforts;
3. Analyze and interpret effectively the results of evaluation for judging instruction, the achievement of stated goals, or the need for further diagnosis;
4. Utilize the results of evaluation for planning, counseling and program modification;
5. Explain methods and procedures of evaluation to those concerned.

H. Human and Interpersonal Relationships:

Educators shall possess effective human and interpersonal relations skills. Each educator shall:

1. Allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Not knowingly misinterpret the statement of others;
3. Not show disrespect for or lack of acceptance of others;
4. Provide leadership and direction for others by appropriate example;
5. Offer constructive criticism when necessary;
6. Comply with reasonable requests and orders given by and with proper authority;
7. Not assign unreasonable tasks;

8. Demonstrate self-confidence and self-sufficiency in exercising authority.

I. Personal Requirements:

In assessing the mental or physical health of educators, no decision adverse to the educator shall be made except on the advice or testimony of personnel competent to make such judgment by reason of training, licensure and experience. However, certain behaviors are held to be probable cause to examine, and each educator within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

V. ACADEMIC MATTERS

A. Purpose and Goals of Academic Achievement

The Wayne Community Schools Board of Education is committed to providing a quality education for all Wayne Community Schools students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

B. Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

C. Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

D. Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and

techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record at least two grades per week in PowerSchool. It is generally preferable to give numerical grades for tests, quizzes, and daily work. GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.

Recording Grades. Each teacher shall record grades in the Daily Class Record. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

PreK-K SCALE: TS Gold

1-2 STUDENT EVALUTION SCALE:

E = Excellent
S = Satisfactory
P = Progressing
N = Needs Improvement

3-12 STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress are as follows:

A =	95-100	C =	78-81
A- =	93-94	C- =	75-77
B+ =	90-92	D+ =	72-74
B =	87-89	D =	68-71
B- =	85-86	D- =	65-67
C+ =	82-84	F =	below 65
Inc. = Incomplete			

Conditional - indicates credit for students achieving to, or near their capacity and yet not achieving a passing mark according to grading standards (not counted as college requisite course). Credits are awarded provided future work is satisfactory.

Failing grades are very easy to place behind a student's name. It is not advisable to give a student a failing grade unless every effort has been made to find the solution to their problem.

The following steps should be followed if a student is doing unsatisfactory work.

1. Have personal conference with the pupil.
2. Give the pupil special help.
3. Check teacher expectations.
4. Check the intelligence test.
5. Consult the principal and pupil's parent.
6. Consult the S.A.T. group.

Before failing a student for the semester, the principal and counselor should be consulted. If it is certain the student is going to fail for the semester, the teacher should be sure he/she has retained definite evidence of the student's work.

At least two grades should be placed in the grade book each week for every pupil.

The preceding grade scales are expected to be used according to the following guidelines:

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester).
4. Teachers may exercise professional judgment in distributing marks.

Reconsideration of Grades/Marks: Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Transfer Grades: A student transferring into Wayne Community Schools at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

Reports to Parents: Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, first semester, third quarter, and second semester.

The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

E. Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. Parent-Teacher conferences will be scheduled yearly. Refer to District Calendar for Parent-Teacher conference dates. Teacher

attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher conference.

F. Care of Injured Students

Quite often students are injured in some way during school, and it is our responsibility to see that they are properly handled.

The school nurse is on call at any time an injury occurs. And, in most cases, the school nurse will care for the injury if you contact her.

There are times when injuries are so small that you will look after them and perhaps apply first aid. The most important thing about this whole situation is that you use good judgment. Some cases will not require any attention, while some will require immediate attention from the nurse or the family doctor. Head injuries should be reported to the nurse.

In case you seek the aid of a doctor, it is important that you ask the student the name of the family doctor. If the student does not know the name of the doctor, you should contact the parents by telephone.

In case of an injury that requires the attention of the nurse or the family doctor, you again should use your judgment as to whether an injured student should be accompanied by another student, or if he is able to go alone. You also must decide, in case of a more serious injury, if the teacher should accompany him or if some student should accompany him. Do not allow one student to drive another home without clearance through the office. It is the responsibility of the school to give proper attention to all injuries. A good deal of responsibility rests with each teacher as to the manner in which injuries should be handled. If you are in doubt, contact the office for assistance.

Report of Injuries:

All injuries which require the attention of the school nurse should be reported in writing the same day the injury occurs. The school nurse will supply a report form and notify the principal whenever serious injuries occur.

Check on the injured students. Many times a visit or telephone call does much to make the student and parents feel we are interested. Additional information is available in the school Safety Handbook.

Payment of Bills:

Be certain that students understand they are to pay their own doctor bills. Insurance coverage is the responsibility of each student and his family.

G. Study Hall Regulations **(7-12)**

As a study hall teacher, it is important that these policies are enforced at all times. We must be consistent in all study halls. According to the size of the study hall, the amount and type of supervision will vary. However, it is important that once seating charts are made out, you do not just sit at the

desk. You will need to move about the study hall. The desks/tables have been cleaned and they should be kept clean at all times. Students should report any markings on desks so that they will not be the ones required to remove any writing. Students are not to write notes in study hall. If you pick up a note, throw it away immediately without reading it. This will cause much less confusion than you keeping the note.

A meeting of study hall teachers in each building will be held shortly after school begins to see if the rules need to be changed or if there are any problems not covered in the general rules and regulations.

Procedures

1. Each student has assigned seat. A seating chart should be available for use by substitute teachers.
2. Each student leaving study hall must sign out and return ten minutes before the end of the period. Privileges will be lost for two days for failure to do so (talking, locker, restroom, passes, etc.).
 - a. One sign out to restroom (one male and one female). Use lower restroom if the study hall is on lower floor and upper restroom if the study hall is on upper floor.
 - b. No locker passes at any time. You are expected to bring all the materials you need to study hall with you. Going to your locker on a restroom pass will result in your privileges being restricted.
 - c. "Failing List People" may not check out unless on a pass from a teacher of the class that the student is failing.
 - d. Students must have a pass to the library - any materials (magazine, newspaper, etc.) must be returned at end of the hour.
 - e. No passes of any kind will be given during the last ten minutes.
 - f. No passes of any kind will be given to any room other than those in A or C above. Exceptions must be cleared at the central office.
3. Students may speak with permission only and stand while speaking.
4. Studying together (two students) permitted in specified area only.
5. No sitting under the steps.
6. Each student must have some type of work at their desk. No one is to remain and use the area to sleep, talk, distract, etc.

H. Sponsoring School Buses

The following are basic procedures and regulations governing all school sponsored bus trips:

1. The sponsor is to have a written list of students riding their bus so that an exact roll can be taken.
2. In case more than one bus travels on the same trip, the loads are not to be interchanged after leaving Wayne. Many students seek to swap places about the time you are to return home.
3. The students are expected to have a good time, but the sponsor is responsible for the general conduct of their group and must see that orderliness is maintained. Students must sit in specific seats. Insurance coverage is voided if they are allowed to congregate in groups.
4. The use of tobacco is prohibited.
5. Sometimes students can be excused from returning to Wayne on a school bus if arrangements have been made with the principal, before the trip is started. This requires parental approval. The parent must personally pick up the child.
6. A sponsor can always expect a certain number of incidents to come up not covered by normal regulations. The sponsor is to use their own judgment as these problems arise.
7. If a sponsor has any question about duties, these questions should be settled with the principal before a sponsored trip is undertaken.
8. Submit bus request forms to the principal.

I. School Vans

We own several vans which may be used by student groups. The procedure for using these vans is as follows:

1. Request that the equipment be reserved for you on the dates you wish to use it. Contact the high school principal.
2. Check out the van key and credit cards from the high school principal's office. Return the key and cards as soon as possible when you return.
3. Please see that the inside of the van is clean at the end of each trip.
4. Use the van credit card to purchase gas and return the copy of charge slips with credit card. The vans use lead-free gas.
5. A small vehicle bus operator's license is no longer required to drive a school van. However, only 10 passengers plus the driver may be transported in a vehicle without complying with the state school bus regulations. Lights must be on while transporting students.

J. Securing Publicity for School Activities

Wayne Herald - You are expected to call, send, or fax down information before noon on Tuesday of the week you need your article to run in the paper.

There are many occasions throughout the year when faculty members will have a news item or a clever story of some type that is worthy of coverage. The Herald invites you to call in any time and give them the article. We probably have been quite lax at times in calling down articles that are worthy of publicity -- don't pass up the opportunity to send items from your department.

Radio Station KTCH - The radio station has been very cooperative in providing news coverage for special events. In fact, they are anxious to receive this news because it helps increase their listening audience. We have probably missed a great deal of publicity because we forget to call the radio station on special news items.

Public Access Cablevision - American Broadband may assist in public programming upon request. Contact the principal's office for additional information.

K. School Funds -- Policies for Purchases and Handling

1. Activity Fund
 - a. All receipts must be deposited to the High School Activity Fund and checks drawn to pay bills. All bills should be paid as soon as possible. Requests for payment must be made at least two (2) days prior to the due date.
 - b. Each club/activity/organization/class has an account in the high school activity fund.
 - c. Check requisitions for payment of bills by the activity fund account must have the bill or invoice attached and put in the principal's mailbox for approval. In those cases where it is impossible to acquire an invoice, a detailed explanation of the expenditure should be given. Example would be paying of game officials.
 - d. Students should have a note from sponsor authorizing a student to charge to the high school activity account and instruction on how it should be completed. Be sure to identify your activity.
 - e. Large expenditures of organizational activity funds must have approval of the principal prior to purchase.
 - f. Staff members responsible for an activity account must take the necessary actions to operate within a balanced budget. All money collected should be counted and turned in to the activity secretary immediately after collection. Never leave money in an unsecured

area.

- g. Requests to the Superintendent's office for reimbursement to the Activity Fund for money already spent for items or services that were approved and budgeted for in the General Fund are to be submitted to the principal.

2. General Fund

Submit promptly to the school accountant an invoice or sales slip for any item that is to be paid by the District.

L. Lesson Plans

All teachers will submit lesson plans for the week using one of the two approved lesson plan templates before they leave school on Friday night, or before school starts on Monday. Well written plans should be made available to substitutes when regular staff are ill or absent. They should (1) guide instruction on a daily and weekly basis; (2) include content and instructional methods; (3) indicate necessary resources to be procured in advance; (4) provide continuity with prior learning; and (5) be flexible to meet individual student's needs. Lesson plans submitted late will be documented in the teacher's evaluation file, if the practice becomes habitual.

Multi Media

Here are some general policies with regard to the showing of films:

1. All presentations should be previewed.
2. Show the presentation only in the class for which it has definite relationship to the unit now being studied. **A description of the purpose must be outlined in lesson plans.**
3. Use a study guide of some sort, don't have the film day be just a day off for the teacher and students.
4. R rated films should have parent permission before students are allowed to view. K-6 films should be rated G or PG.
5. PreK-6 may show a limited number of movies for classroom celebrations, per principal approval and using terms of the movie license.

M. Faculty Lounge

A professional lounge has been established for use by staff during their planning period, lunch hour, and before/after school. It is your responsibility to keep it neat and clean.

Students are not allowed in the faculty lounge unless a teacher is present.

VI. DUTIES AND RESPONSIBILITIES

A. Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency

requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited at Wayne Community Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.

Be careful with your language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).
- Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately contacted, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

Office administration should also be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities.

Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

B. Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch.

Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably

necessary to protect the student, yourself and others, and to protect property as may be reasonable.

10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

C. Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

D. Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Teachers are to inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor or an administrator will help you.

VII. SPECIFICS RELATING TO WAYNE COMMUNITY SCHOOLS

A. Attendance

Attendance will be handled through the principal's office. The teacher's first assignment each class period is the attendance report.

B. Equipment and Room Damage

Watch constantly for marks, cuttings, etc., in your rooms, study halls, lecture hall, etc. Work immediately on a corrective program if your students are to blame. Halls and restrooms must be supervised by everyone. Please report damage to the office. Work hard to keep your room and its equipment neat and clean. PLEASE DO NOT place any spray/bomb type aerosol cans in the wastebaskets.

C. Fire Drill and Tornado Evacuation Procedures

The evaluation procedures for all building rooms and areas have been published. Post the instructions on your room bulletin board. Be sure all students understand the correct route for leaving. Tornado instructions are published on page 11.

D. Fund Raising Policy

All activity group fundraising must be coordinated through the Superintendent/Principals office and must comply with Policy 1300.

E. Schedule of Events

All events should be scheduled through the Athletic Office using the R-School scheduling software. The updated activity calendar is found on the school district web site

F. School Visitor Regulations

We have many visitors during the school year, some being students from other schools, some college students, some parents, and few unclassified as strangers. All visitors should report to the office for a visitor pass.

To protect yourselves, we make the following suggestions:

1. We are happy to welcome the parents at any time and know that you will make them feel welcome.
2. Children coming in from other schools can be a problem, therefore we will not issue passes for their attendance. They may visit before/after school or at lunch hour.
3. Visiting college students are usually Field Experience Students or student teachers.
4. There are certain unclassified strangers that sometimes appear in our building. You should be alert and report the fact to the office. We have had people outside of school disturb our building during the school day. Be certain to report this to the office.
5. We have past graduates who seem to enjoy coming back occasionally, and we suggest that you use your own judgment as to how they should be handled. We don't want to give our alumni the idea that they are not welcome, yet we must be sure that they do not become a nuisance. If there are questions, ask them to pick up a visitor's pass.

G. Hall Duty

Teachers are required to supervise the halls outside their classroom doors when classes are passing. Do not tolerate running, pushing, or horse-play just because the students involved are not in your classes. Teachers should assume responsibility for supervision of students at all times at any school function or activity as well as in any part of the building.

Teachers are also expected to serve hall duty, bus duty, and/or door duty before and after school. A schedule and list of duties will be provided by the principal. Elementary teachers should monitor

movement of students to their final destination at the end of the day.

H. Sponsorship

All school teachers may be assigned to sponsor school organizations. Every effort is made to keep the assignments in line with preparation and teaching load.

The elementary principal must approve all meetings held at the elementary school. Meetings held at the high school should be registered at the high school office on the calendar provided.

If a group of students or a teacher wishes to organize a club of some type that presently is nonexistent, permission should be obtained from the administration and Board of Education.

I. Classroom Procedure

1. Classes should not be dismissed before the dismissal bell rings. If in doubt, call the office for information.
2. Students who are to participate in extracurricular activity must be in school one-half day prior to the performance. Exceptions to this mandatory rule will be dealt with by the principal.
3. You are responsible for everything in your room. In the event of a loss, please notify the office promptly. Please do not "borrow" chairs, desks, or other school equipment from various rooms without permission from the administration. In the event additional furnishings are necessary, the building custodian should also be alerted.
4. Never leave a group of students unattended unless an emergency arises and then inform the office for a substitute and assistance.

J. Examinations

Semester examinations may be given at the option of the teacher. Class tests may be given as often as a teacher finds them necessary to evaluate their teaching and student comprehension and retention.

K. Make-up Work

Any student absent from school for any extended period may call the principal's office or send someone to pick up his/her assignments.

L. Eligibility (7-12)

For all activities involving contest or participation between high schools of other districts and towns, students will need to meet the eligibility standards.

To be eligible, students must have received passing grades in at least four subjects for the previous semester and not be listed on the weekly unsatisfactory work sheet in three or more subjects. The students will be evaluated on a cumulative basis.

M. Tardiness

1. **K-12:** Pupils arriving in the building after 8:05 a.m., and coming in late from lunch, report directly to the principal's office on the main floor of the building. If a student bypasses the office, they should be marked as an "unexcused tardy", kept in class, and assigned a seminar.
2. **7-12:** Students are allowed sufficient time for passing to classes. Excessive tardies may result in a seminar from the teacher(s), or other discipline action as stated in the student handbook.
3. **7-12:** If a student's tardiness is excused, at least one of the following will occur: pink pass/planner pass from teacher who kept student late; e-mail from teacher to teacher (student can prompt the need for the teacher to check e-mail if tardy is excused); phone call from teacher

to teacher. If a teacher has already taken attendance, he/she will need to take attendance again to change absence/unexcused tardy to excused tardy. Refer to the Student Handbook for further details.

N. Convocations

Each teacher is to sit with their class or particular group that is under their supervision during or at the time of the assembly. Each teacher will be responsible for the behavior of their group.

O. Announcements **(7-12)**

Announcements should be presented or e-mailed to the secretaries no later than 10:30 a.m. each day. Announcements will be read by teachers each day at the beginning of fourth period from PowerSchool. All announcements, if written out, must be signed by the sponsor to be deemed authentic.

Announcements placed on the bulletin boards must be signed by the sponsor of the activity. If sponsors are in doubt as to their advisability, they should contact the principal for his approval.

P. Locker Inspection

Locker inspection will be held as necessary during the year.

Q. Lost and Found

All lost and found articles should be turned in at the office of the principal. Students and teachers who have misplaced or lost an item should inquire at the office.

R. First Aid

General first aid supplies will be kept in the nurse's office. Injuries requiring more than just first aid, should be reported at once to the office so that the parents can be notified and the student can be taken to their family doctor.

S. Drills

Tornado and fire drills will be held periodically. The principal will inform each teacher of the procedure for leaving the building.

T. Ticket Selling and Supervision

All teachers are expected to help and take their turn performing necessary duties at athletic contests or any public performance by our students.

U. Faculty Meetings

Faculty meetings will be scheduled to provide information, in-service activities, and other items pertaining to the welfare of the school and faculty.

<u>Disb & Transfers</u>	<u>Funct Num</u>	<u>20-21 actual</u>	<u>21-22 budget</u>	<u>22-23 projection</u>	<u>Comments</u>
All Instruction	1100	\$ 6,042,965.00	\$ 6,094,648.00	\$ 6,390,757.00	
SPED Inst Programs	1200	\$ 1,240,378.00	\$ 1,365,828.00	\$ 1,436,638.00	
Support serv - pupils (SPED)	2100's	\$ 330,155.00	\$ 332,250.00	\$ 264,600.00	
Support serv - pupils (non-SPED)	2100's	\$ 425,891.00	\$ 373,893.00	\$ 383,843.00	
Support serv - staff	2200	\$ 475,592.00	\$ 381,432.00	\$ 387,707.00	
Board of Ed	2310	\$ 71,925.00	\$ 71,925.00	\$ 71,925.00	
Exec Admin Serv	2320/2330	\$ 286,850.00	\$ 294,300.00	\$ 290,950.00	
District legal services	2330	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	
Off of Prin	2400	\$ 777,654.00	\$ 812,975.00	\$ 863,009.00	
Gen Admin/Bus serv	2510	\$ 323,715.00	\$ 278,815.00	\$ 299,210.00	
Maintenance	2600's	\$ 1,154,800.00	\$ 1,174,200.00	\$ 1,261,470.00	
Veh Acq	2650	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	
Reg Pupil Trans.	2700's	\$ 516,100.00	\$ 542,100.00	\$ 542,100.00	
SPED Trans	2700's	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	
Community Services	3300	\$ 33,685.00	\$ 38,505.00	\$ 28,505.00	
Categorical grant from Corp.	3400	\$ -	\$ -	\$ -	
State Prog	3500's	\$ 50,150.00	\$ 50,150.00	\$ 50,150.00	
Debt services	5000	\$ -	\$ -	\$ -	
Federal programs	6000's	\$ 380,226.00	\$ 384,850.00	\$ 318,915.00	
Transfers	8000	\$ 12,000.00	\$ 12,000.00	\$ 10,000.00	
Budgeted cash reserve					
Total		\$ 12,173,086.00	\$ 12,258,871.00	\$ 12,650,779.00	

\$ 391,908.00 3.20%

LB 644 – 2022/23 Budget

- Increasing tax asking by 2% plus real growth
- Requires a joint public hearing
 - Joint hearing with other Political Subdivisions in the County
 - Replaces the districts “tax request hearing”
 - Between Sept. 17 – Sept. 29th
 - After 6:00 P.M.
 - Information for joint hearing must be sent to the County Clerk by 5th
 - Postcard must be sent to all affected property taxpayers by the Co
- Changes the budget filing date from Sept. 20th to Sept. 30th.

Mark Leniha

Bill Heimann

Michael Sieh

Jeff H.

MATTHEW L. BLOMSTEDT, PH.D., COMMISSIONER



TEL 402.471.2295
FAX 402.471.0117



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



education.ne.gov



June 10, 2022

Wayne Community Schools
(90-0017)

Mr. Mark Lenihan
Superintendent
611 W. 7th Street
Wayne, NE 68787

Dear Superintendent Lenihan:

A monitoring review of the Every Student Succeeds Act (ESSA) grant programs administered at Wayne Community Schools was conducted via Zoom on Tuesday, March 29, 2022. The programs reviewed were Title I-A and Title II-A. Taking part in the review were Mark Lenihan Superintendent, Russ Plager Elementary Principal and Dottie Heusman Federal Programs Reviewer from NDE.

ESSA Requirements:

Wayne Community Schools is committed to the school improvement process and the last Cognia Visit was in December of 2018. There are goals at the board level and building level. This process was thoroughly explained during the monitoring visit and it is an extensive process that has a direct correlation to how the federal ESSA dollars are being used. Data was used, perceptual, assessment, and demographic, to determine the goals. The district is also participating in a strategic planning process with the Nebraska Association of School Boards to incorporate the SIP goals, Cognia Goals, and Frameworks together. The district articulated that they are in a good spot now to continue working on this process.

Time and Efforts were reviewed for three staff members; Dorcey who provides Title I support, Foote who is the Class Size Reduction Teacher, and Hoffmann who is actually paid with only district funds (she wouldn't have to complete a T & E). All the percentages listed on these forms were accurate. The teachers have fixed schedules so doing a semi-annual time and effort is allowable. The district has board policy 3130 that covers purchasing, 3190 that deals with inventory, 3560 and 3570 for ESSA record retention, and policy 3010 supplement not supplant. A Homeless Policy 5418 is in place and has all the necessary federal requirements. Director of Special Education and Student Services, Misty Bear, has completed the required McKinney-Vento Homeless Training and the certificate was provided.

Title I, Part A:

Wayne Public Schools has a Title I school-wide program in place that supports the K-6th grade students in the area of reading and math. The district has developed a needs assessment document that identifies students that need support. The Schoolwide Plan is on the District website for all to access. A Title I meeting is held at the beginning of the year with the all school informational meeting. This has worked well for the district due to the number of parents that attend. A section of the meeting is just for the required components of the Title I parent meeting. Agendas, power points, and sign-in sheets were shared.

Title II, Part A:

Title II funding is being used for a class size reduction teacher's salary and benefits. Class size accomplished this year due to that teacher is 17. This grade level saw a growth spurt this year so the class sizes would now be 30 if this teacher had not been hired. The district is reviewing data to determine if this is the best use of funds and if the students are achieving at high levels. This will be important to continue doing.

Commendations:

The school is to be commended for the communication and offerings that are supporting the nonpublic. It is evident that there is a good relationship between the two schools. Data reviews are occurring and helping drive next steps for the district. The documents for this visit were very well organized and easy to follow but the conversation during the Zoom call helped solidify all the great work that is occurring.

The ESSA Monitoring Process was designed to ensure that school districts are complying with ESSA guidance. This was evident throughout the visit. There are no corrective actions. If you have questions or concerns regarding the ESSA monitoring visit, please contact me by email at dottie.heusman@nebraska.gov or by phone at 402-219-4802.

Sincerely,



Dottie Heusman
NDE Title I Consultant

February									
Cash Receipts	620,761.06	716,588.06	661,182.53	789,776.06	796,399.95	564,395.79	742,250.21	644,793.61	678,784.67
Cash Expenditures	752,725.07	759,230.29	889,961.02	899,588.08	1,002,823.90	976,953.80	897,779.93	868,434.42	955,524.40
Month End Total	2,037,360.78	2,462,556.72	2,869,243.40	3,287,227.50	3,355,997.74	2,299,083.39	1,360,054.93	936,799.48	1,666,232.74
-Qual Cap to 2010 Dep to 2010	208,706.55	285,864.58	262,457.12	283,975.81	233,965.92				
End Chk Acct Balance	2,246,067.33	2,748,421.30	3,131,700.52	3,571,203.31	3,589,963.66				
March									
Cash Receipts	445,480.88	601,244.39	467,981.80	546,787.36	505,316.58	498,500.80	654,502.30	608,803.83	627,405.00
Cash Expenditures	777,883.01	754,360.93	824,769.35	793,112.90	799,409.70	810,096.43	927,120.20	816,973.30	1,076,093.00
Month End Total	1,704,958.65	2,309,440.18	2,512,455.85	3,040,901.96	3,061,904.62	1,987,487.76	1,087,437.03	728,630.01	1,217,544.74
-Qual Cap to 2010 Dep to 2010	208,706.55	285,864.58	262,457.12	283,975.81	233,965.92				
End Chk Acct Balance	1,913,665.20	2,595,304.76	2,774,912.97	3,324,877.77	3,295,870.54				
April									
Cash Receipts	418,470.73	482,389.43	401,911.22	472,010.44	576,145.18	460,516.61	509,610.36	635,634.67	733,184.00
Cash Expenditures	818,417.96	858,547.93	883,917.19	900,153.47	770,451.88	828,378.82	826,888.68	943,996.02	992,472.00
Month End Total	1,305,011.42	1,933,281.68	2,030,449.88	2,612,758.93	2,867,597.92	1,619,625.55	770,158.71	420,268.66	958,256.74
-Qual Cap to 2010 Dep to 2010	194,772.92	276,864.58	262,451.12	283,975.81	233,965.92				
End Chk Acct Balance	1,499,784.34	2,210,146.26	2,292,901.00	2,896,734.74	3,101,563.84				
May									
Cash Receipts	2,498,696.02	2,648,551.21	2,462,495.13	2,325,525.95	2,297,523.79	2,665,006.46	3,341,112.96	3,264,238.39	3,185,794.00
Cash Expenditures	736,135.45	742,221.16	757,324.38	840,947.23	1,049,245.47	1,074,728.38	937,444.35	1,379,090.35	1,132,427.00
Month End Total	3,067,571.99	3,833,611.73	3,735,620.63	4,097,337.65	4,115,876.24	3,209,903.63	3,173,827.32	2,305,416.70	3,011,623.74
-Qual Cap to 2010 Dep to 2010	166,374.52	276,864.28	238,062.10	283,975.81	233,965.92				
End Chk Acct Balance	3,233,946.51	4,116,476.01	3,973,682.73	4,381,313.46	4,349,842.16				
June									
Cash Receipts	791,233.86	781,685.78	1,231,067.50	1,389,240.76	1,088,957.55	934,839.52	343,740.41	823,668.43	
Cash Expenditure	814,811.45	787,943.27	805,837.02	841,703.12	822,606.96	829,381.31	843,548.45	807,538.76	
Month End Total	3,043,994.40	3,833,354.24	4,160,851.11	4,644,875.29	4,382,226.83	3,315,361.84	2,674,019.28	2,321,546.37	3,011,623.74
-Qual Cap to 2010 Dep to 2010	166,374.52	276,564.58	237,256.50	233,707.37	158,659.61				
End Chk Acct Balance	3,210,368.92	4,109,918.82	4,398,107.61	4,878,582.66	4,540,886.44				
July									
Cash Receipts	74,408.52	138,536.92	130,949.53	166,613.97	174,917.61	123,433.81	181,177.06	374,240.47	
Cash Expenditures	791,387.78	805,292.30	902,920.20	1,005,178.81	926,970.47	925,075.10	1,064,956.23	930,820.06	
Month End Total	2,327,015.14	3,166,598.86	3,388,880.44	3,806,310.45	3,630,173.97	2,513,720.55	1,790,240.11	1,764,966.78	3,011,623.74
-Qual Cap to 2010 Dep to 2010	135,864.58	268,574.99	228,712.81	229,510.11	158,659.61				
End Chk Acct Balance	2,462,879.72	3,435,173.85	3,617,593.25	4,035,820.56	3,788,833.58				

August										
Cash Receipts	143,913.82	143,292.77	143,931.34	159,624.44	143,342.54	177,787.62	178,321.82	246,814.00		
Cash Expenditures	981,500.17	928,555.90	904,503.88	893,735.23	893,475.42	919,207.09	798,182.94	840,744.00		
Month End Total	1,489,428.79	2,381,335.73	2,628,307.90	3,072,199.66	2,880,041.09	1,772,301.08	1,170,378.99	1,171,036.78	3,011,623.74	
-Qual Cap to 2010 Dep to 2010	285,864.58	264,126.12	283,975.81	279,510.11	208,659.61					
End Chk Acct Balance	1,775,293.37	2,645,461.85	2,912,283.71	3,351,709.77	3,088,700.70					
Total GF Cash Receipts for Year	9,462,994.27	10,587,070.40	10,286,087.77	10,937,305.27	10,449,025.38	9,787,763.07	10,352,014.24	11,300,281.34	10,690,453.73	
	0.03	0.12	(0.03)	0.06	(0.04)	(0.06)	0.06	0.09	#DIV/0!	

Wayne Public Schools

Rollup Report May 2022

FUND	FUNCTION	Actuals (Selected Range)	Adopted Budget	Current Budget	Actuals (YTD)	Available	% of Budget
01 - General Fund	011000 - Reg. Inst	\$479,760.48	\$5,810,078.05	\$5,810,078.05	\$4,153,982.92	\$1,656,095.13	71.50
01 - General Fund	011250 - Regular Instructional Programs School Age (Flex-Spending)	\$2,730.86	\$38,240.05	\$38,240.05	\$24,117.65	\$14,122.40	63.07
01 - General Fund	011500 - Limited English Proficiency Programs	\$5,988.26	\$90,580.04	\$90,580.04	\$60,368.60	\$30,211.44	66.65
01 - General Fund	011600 - Poverty Programs	\$5,986.48	\$73,350.03	\$73,350.03	\$53,878.32	\$19,471.71	73.45
01 - General Fund	011900 - Early Childhood Educational Programs	\$4,317.30	\$82,400.01	\$82,400.01	\$37,389.13	\$45,010.88	45.38
01 - General Fund	012001 - Sped - Administration	\$15,220.83	\$166,712.03	\$166,712.03	\$117,054.72	\$49,657.31	70.21
01 - General Fund	012003 - Sped - Teaching	\$72,961.12	\$816,966.21	\$816,966.21	\$660,903.01	\$156,063.20	80.90
01 - General Fund	012004 - Sped - Transition	\$2,959.80	\$6,000.00	\$6,000.00	\$5,665.10	\$334.90	94.42
01 - General Fund	012005 - Sped - Barrier removal	\$121,145.00	\$290,000.00	\$290,000.00	\$344,747.50	(\$54,747.50)	118.88
01 - General Fund	012910 - Special Education Instructional Programs - Ages 3-5	\$0.00	\$44,900.02	\$44,900.02	\$310.50	\$44,589.52	0.69
01 - General Fund	012950 - Special Education Instructional Programs - Unified Sports	\$289.90	\$3,550.01	\$3,550.01	\$2,609.57	\$940.44	73.51
01 - General Fund	013000 - Summer School -Driver Ed	\$0.00	\$20,000.00	\$20,000.00	\$15.00	\$19,985.00	0.08
01 - General Fund	013001 - Summer School - Jump Start	\$0.00	\$17,700.01	\$17,700.01	\$0.00	\$17,700.01	0.00
01 - General Fund	021200 - Guidance Services	\$13,880.94	\$182,437.03	\$182,437.03	\$132,217.14	\$50,219.89	72.47
01 - General Fund	021300 - Health Services	\$3,435.61	\$43,755.01	\$43,755.01	\$32,536.49	\$11,218.52	74.36
01 - General Fund	021310 - Health Services: Sped School Age	\$1,634.50	\$18,050.01	\$18,050.01	\$14,847.33	\$3,202.68	82.26
01 - General Fund	021410 - Psychological Services - SPED - School Age	\$35,437.50	\$156,100.00	\$156,100.00	\$106,312.50	\$49,787.50	68.11
01 - General Fund	021510 - Speech Pathology and Audiology Services - SPED - School Age	\$12,227.78	\$122,100.02	\$122,100.02	\$94,807.14	\$27,292.88	77.65
01 - General Fund	021610 - Occupational Therapy-Related Services - SPED - School Age	\$1,206.24	\$20,000.00	\$20,000.00	\$9,153.10	\$10,846.90	45.77
01 - General Fund	021710 - Physical Therapy-Related Services - SPED - School Age	\$70.00	\$7,500.00	\$7,500.00	\$2,166.25	\$5,333.75	28.88
01 - General Fund	021810 - Visually Impaired or Vision Services - SPED - School Age	\$199.20	\$8,500.01	\$8,500.01	\$5,733.60	\$2,766.41	67.45
01 - General Fund	021900 - Support Services - Student - Other	\$16,770.05	\$147,701.02	\$147,701.02	\$77,810.32	\$69,890.70	52.68
01 - General Fund	022130 - Instructional Staff Training	\$0.00		\$0.00	\$905.00	(\$905.00)	
01 - General Fund	022200 - Library or Media Services	\$5,475.10	\$166,590.03	\$166,590.03	\$51,396.80	\$115,193.23	30.85
01 - General Fund	022240 - Educational Television Services	\$0.00	\$15,000.00	\$15,000.00	\$6,613.88	\$8,386.12	44.09
01 - General Fund	022300 - Instruction-Related Technology	\$14,550.34	\$199,842.04	\$199,842.04	\$89,529.55	\$110,312.49	44.80
01 - General Fund	023100 - Board of Education	\$4,983.73	\$71,925.00	\$71,925.00	\$31,198.33	\$40,726.67	43.38
01 - General Fund	023200 - Executive Administration	\$23,171.20	\$294,300.01	\$294,300.01	\$207,842.79	\$86,457.22	70.62
01 - General Fund	023300 - District Legal Services	\$2,269.26	\$25,000.00	\$25,000.00	\$11,182.91	\$13,817.09	44.73
01 - General Fund	024100 - Office of the Principal	\$58,675.26	\$746,374.06	\$746,374.06	\$541,670.14	\$204,703.92	72.57
01 - General Fund	024900 - School Administration Other	\$5,450.33	\$66,600.01	\$66,600.01	\$49,199.82	\$17,400.19	73.87

01 - General Fund	025100 - Fiscal Services	\$13,684.94	\$278,815.03	\$278,815.03	\$164,497.60	\$114,317.43	59.00
01 - General Fund	025300 - Printing, Publishing, and Duplicating Services	\$1,986.70		\$0.00	\$15,893.60	(\$15,893.60)	
01 - General Fund	025700 - Personnel Services	\$0.00		\$0.00	\$40.00	(\$40.00)	
01 - General Fund	026100 - Operation of Buildings	\$27,726.58	\$416,000.01	\$416,000.01	\$308,399.20	\$107,600.81	74.13
01 - General Fund	026200 - Maintenance of Buildings	\$41,109.48	\$681,800.02	\$681,800.02	\$416,506.96	\$265,293.06	61.09
01 - General Fund	026300 - Care and Upkeep of Grounds	\$5,090.84	\$46,400.00	\$46,400.00	\$16,765.72	\$29,634.28	36.13
01 - General Fund	026400 - Care and Upkeep of Equipment	\$22,242.00	\$30,000.00	\$30,000.00	\$26,427.25	\$3,572.75	88.09
01 - General Fund	026500 - Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles)	\$502.41	\$20,000.00	\$20,000.00	\$7,878.32	\$12,121.68	39.39
01 - General Fund	027100 - Vehicle Operation and Purchasing - Regular Education	\$43,294.66	\$468,500.00	\$468,500.00	\$357,284.36	\$111,215.64	76.26
01 - General Fund	027120 - Vehicle Operation and Purchasing - School Age SPED	\$2,531.22	\$45,830.07	\$45,830.07	\$20,949.71	\$24,880.36	45.71
01 - General Fund	027220 - Monitoring Services - School Age SPED	\$654.48	\$11,770.05	\$11,770.05	\$5,717.40	\$6,052.65	48.58
01 - General Fund	027300 - Vehicle Servicing and Maintenance - Regular Education	\$219.99	\$16,000.00	\$16,000.00	\$5,500.42	\$10,499.58	34.38
01 - General Fund	027320 - Vehicle Servicing and Maintenance - School Age SPED	\$279.85	\$6,000.00	\$6,000.00	\$1,604.70	\$4,395.30	26.75
01 - General Fund	033000 - Community Services Operations	\$1,271.98	\$38,505.01	\$38,505.01	\$11,097.65	\$27,407.36	28.82
01 - General Fund	034000 - Categorical Grants from Corporations and Other Private Interests	\$734.95		\$0.00	\$734.95	(\$734.95)	
01 - General Fund	034001 - Categorical Grants from Corporations & Other Private Citizens	\$0.00		\$0.00	\$4,502.45	(\$4,502.45)	
01 - General Fund	035350 - High Ability Learners	\$549.92	\$7,000.00	\$7,000.00	\$3,779.35	\$3,220.65	53.99
01 - General Fund	035400 - State Early Childhood	\$7,982.47	\$43,150.00	\$43,150.00	\$71,842.23	(\$28,692.23)	166.49
01 - General Fund	062000 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$9,551.75	\$128,700.00	\$128,700.00	\$87,066.26	\$41,633.74	67.65
01 - General Fund	062100 - Federal Services - Title I, Part A Accountability ESSA Improving Basic Programs Accountability	\$0.00		\$0.00	\$326.34	(\$326.34)	
01 - General Fund	063100 - Federal Services - Title II, Part A ESSA Supporting Effective Instruction	\$3,235.45	\$19,000.01	\$19,000.01	\$22,047.77	(\$3,047.76)	116.04
01 - General Fund	064040 - Federal Services - IDEA Part B (611) Base Allocation - Birth Through Age Four	\$29,352.19	\$144,350.07	\$144,350.07	\$117,126.74	\$27,223.33	81.14
01 - General Fund	064060 - Federal Services - IDEA Preschool (619) Base Allocation	\$0.00	\$0.01	\$0.01	\$0.00	\$0.01	0.00
01 - General Fund	064100 - Federal Services - IDEA Enrollment or Poverty (611)	\$0.00	\$66,800.01	\$66,800.01	\$0.00	\$66,800.01	0.00
01 - General Fund	064110 - Federal Services - IDEA Part B Early Intervening Services	\$2,199.50		\$0.00	\$12,957.90	(\$12,957.90)	
01 - General Fund	064120 - Federal Services - IDEA Part B Proportionate Share	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	0.00
01 - General Fund	069250 - Federal Services - Title III ESSA - ELL	\$0.00	\$11,000.00	\$11,000.00	\$704.95	\$10,295.05	6.41
01 - General Fund	069690 - Federal Services - Title IV, Part A ESSA	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	0.00
01 - General Fund	069970 - CRRSA ESSER II - Elementary and Secondary Emergency Relief II	\$0.00		\$0.00	\$2,896.71	(\$2,896.71)	

01 - General Fund	069980 - CRRSA ESSER III - Elementary and Secondary Emergency Relief III	\$7,429.23		\$0.00	\$241,045.02	(\$241,045.02)	
01 - General Fund	080000 - Transfers (Outgoing)	\$0.00	\$12,000.00	\$12,000.00	\$0.00	\$12,000.00	0.00
01 - General Fund	090000 - Non-Program Expenditure	\$0.00		\$0.00	\$2,553.00	(\$2,553.00)	
Subtotal of Element: [FUND] 01 - General Fund		\$1,132,427.66	\$12,258,871.00	\$12,258,871.00	\$8,852,311.67	\$3,406,559.33	
Grand Total		\$1,132,427.66	\$12,258,871.00	\$12,258,871.00	\$8,852,311.67	\$3,406,559.33	

Wayne Public Schools

Cash Summary Report May 2022

Fund	Description	Beginning Balance	Revenue	Expenditure	Ending Balance
01	General Fund	\$956,647.56	\$3,185,794.79	(\$1,132,427.66)	\$3,010,014.69
02	Depreciation Fund	\$166,471.38	\$371.88	(\$18,033.51)	\$148,809.75
03	Employee Benefit Fund	\$3,879.75	\$252,666.21	(\$252,437.84)	\$4,108.12
05	Activity Fund	\$197,960.26	\$0.00	\$0.00	\$197,960.26
06	School Nutrition Fund	\$265,130.83	(\$916.15)	(\$58,449.16)	\$205,765.52
07	Bond Fund	\$340,773.60	\$135,294.85	(\$3,263.75)	\$472,804.70
08	Special Building Fund	\$1,112,628.99	\$33,709.90	(\$19,806.00)	\$1,126,532.89
09	Qualified Capital Fund	\$227,230.01	\$147,786.11	(\$5,590.00)	\$369,426.12
Sub Total		\$3,270,722.38	\$3,754,707.59	(\$1,490,007.92)	\$5,535,422.05

Agenda: Facility/Finance Committee Meeting – Wayne Board of Education

Date: 6-9-22 @ 4:30 PM Wayne Jr/Sr High Conference Room

Attendee's: Board members, Lynn Junck, Jeryl Nelson, Justin Davis, Mark Lenihan, Supt.

Agenda:

Facilities;

Summer projects:

- Concrete update
- Carpet update
- Security update

Community Facility Committee update:

- Ratings sheets and totals so far
- CM@R action item for Monday
 - Advertisement for bid
 - Program statement
 - Selection committee (Lynn, Justin, Jodi)
- City discussion - CAC/gym
- Strategic Plan Priority 1 update

Finance;

- Line item budget update
- LB 644
- Transport vehicle for the kitchen
 - Mr. Lenihan spoke with Ken Kwapnioski, the van is still not finished, hopefully by fall!
- Bus contract amendment

Miscellaneous items;

- B & I SkillsUSA presentation Monday at board meeting

Agenda: Policy Committee Meeting – Wayne Board of Education

Date: 5-26-22 @ 3:30 PM Room 202 Conference Room

Attendee's: Board members Jodi Pulfer, Jeryl Nelson, Jaime Manz, Mark Lenihan.

- Perry Law Firm Policy Updates
- LB 644
- Community Facility Committee update
 - Ranking sheets
 - June 6th meeting
- Other items for discussion